

PINELLAS COUNTY SCHOOL DISTRICT



MANATEE ACCOUNTING SYSTEM USER'S MANUAL

We would like to acknowledge and thank
Linda Lewis, Internal Auditor, Escambia County School District,
for the work she put into the creation of this handbook.

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Using your mouse, point to the section of the chapter you wish to access and single-click the left button. You will then be on the first page of that section.

MAS User's Guide

Chapter 1

INTRODUCTION

Contents

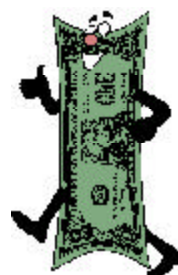
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Types of Funds

This User's Guide is designed to be a how-to manual for school internal fund management, primarily focusing on the Manatee Accounting System (MAS). Additionally, this manual contains specific guidance on a number of school internal fund activities not currently handled in MAS. Each of these topics will be discussed in the chapters that follow.

MAS is the computer software program used by schools and centers to account for their school internal funds. It is menu-driven, has built-in help features, includes many reports, and works in a manner that schools and centers are accustomed. MAS includes all of the tools needed to record receipts, disbursements, purchase orders, transfers and adjustments.

This chapter includes a brief introduction to school internal funds, how to start the MAS program, how the MAS menus work, several short cuts, and some help features.



There are at least 3 types of funds available to schools: school internal funds, appropriated funds, and PTA/Booster club funds. This guide primarily deals with school internal funds. However, indirectly it deals with the other 3 types when they interact with and/or become part of school internal funds.

Appropriated Funds:

Sources

County appropriations
State and Federal Aid
Grants

Uses

Payment of all personnel
Supplies, textbooks & software
Equipment & facility improvements
Building maintenance
Utilities

School Internal Funds:

Sources

Student fund raisers
Athletic activity gate receipts
Student payments/club dues
Donations/gifts

Uses

Athletic event expenses
Student activity expenses
Club expenses
Field trips

PTA/Booster Funds:

May be Completely Separate

Not under the control of schools or PCSB, and not audited by PCSB

Not Subject to PCSB Policies

Except when given to schools or PCSB and deposited into internal funds or appropriated funds.

Cannot Use PCSB's Tax Exempt Status

Must have IRS tax exempt status on their own.
Must have sales tax exemption status on their own.

PTA/Booster Donations to Schools

- Funds raised by PTA/Boosters for use directly by school
- Given to schools & placed in School Internal Funds or Approp. Funds
- Subject to Internal Funds or Appropriated funds guidelines

School Internal Fund Tasks



There are a number of different tasks required to process and manage school internal funds, everything from the daily receipting and disbursing of funds to closing out a fiscal year. Most are performed entirely in the Manatee Accounting System (MAS), while some are performed all or in part outside of MAS. This guide includes instructions on how to perform tasks in MAS. The chart below gives an overview of school internal fund tasks and where they are explained in this guide.

Daily Tasks

Receipting Funds

Chapter 3

Paying Bills & Writing Checks

Chapter 4

Procuring & Purchasing

Chapter 5

Transferring Funds Between Accounts

Chapter 6

Back-up Disk Procedures

Chapter 8

Maintenance Tasks

Setting Up Accounts

Fund and Cash Accounts - Chapter 2

Closing Out the Month & Running Reports

Chapter 8

Closing Out the Year & Running Reports

Chapter 9

Making Adjustments

General - Chapter 5

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Maintaining MAS

Logons / Passwords - Chapter 1

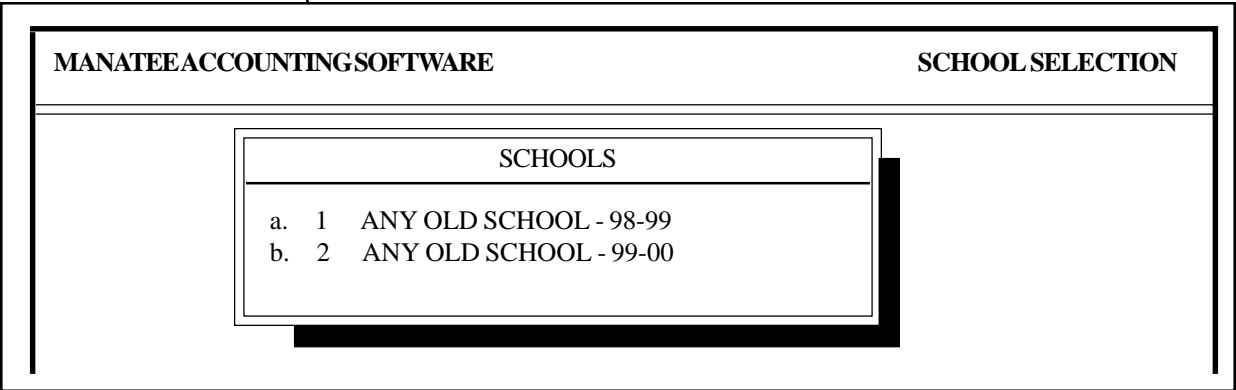
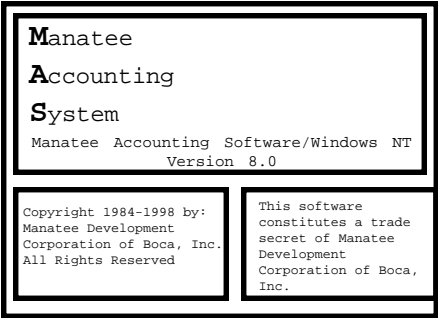
School Identification File - Chapter 1

Starting MAS

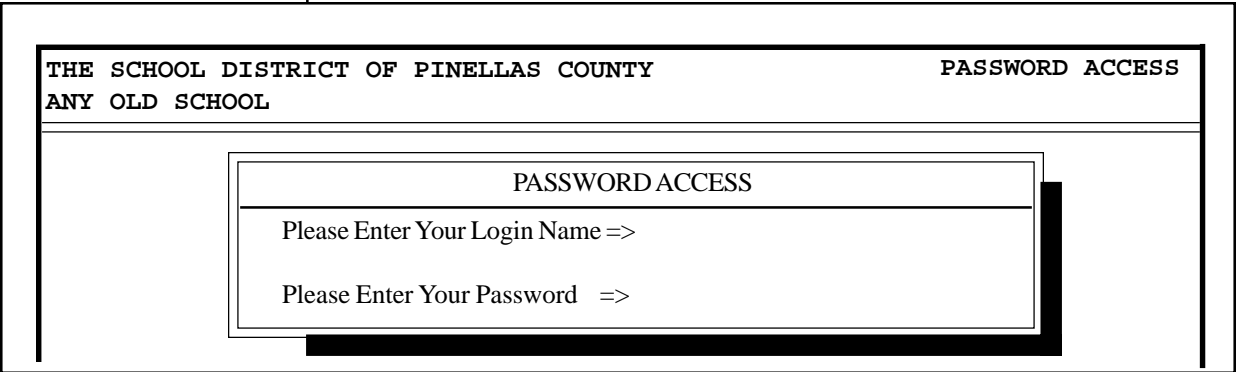
Getting into MAS is as simple as double-clicking on the Manatee icon, entering your logon name, and password.

From the Desktop select Manatee Accounting. Double-click on the Manatee icon.

After a few seconds, the MAS opening screen will appear. Either wait a few seconds once you see this screen or press any key to proceed without delay. You will then proceed to the system menu.



Choose your School Select/highlight your school by using the mouse (point and one left click) or use the arrow keys and press <ENTER>.



If you have not backed up recently, you will receive a brief message at this time. If you have worked on MAS since your last backup, go ahead and backup immediately (discussed later in this manual).

Enter Your Login Name Type your login name (up to 8 characters) and press <ENTER>.

Enter Your Password Type your password and press <ENTER>.

You are now in MAS and will see the pull-down menus across the top of the window.

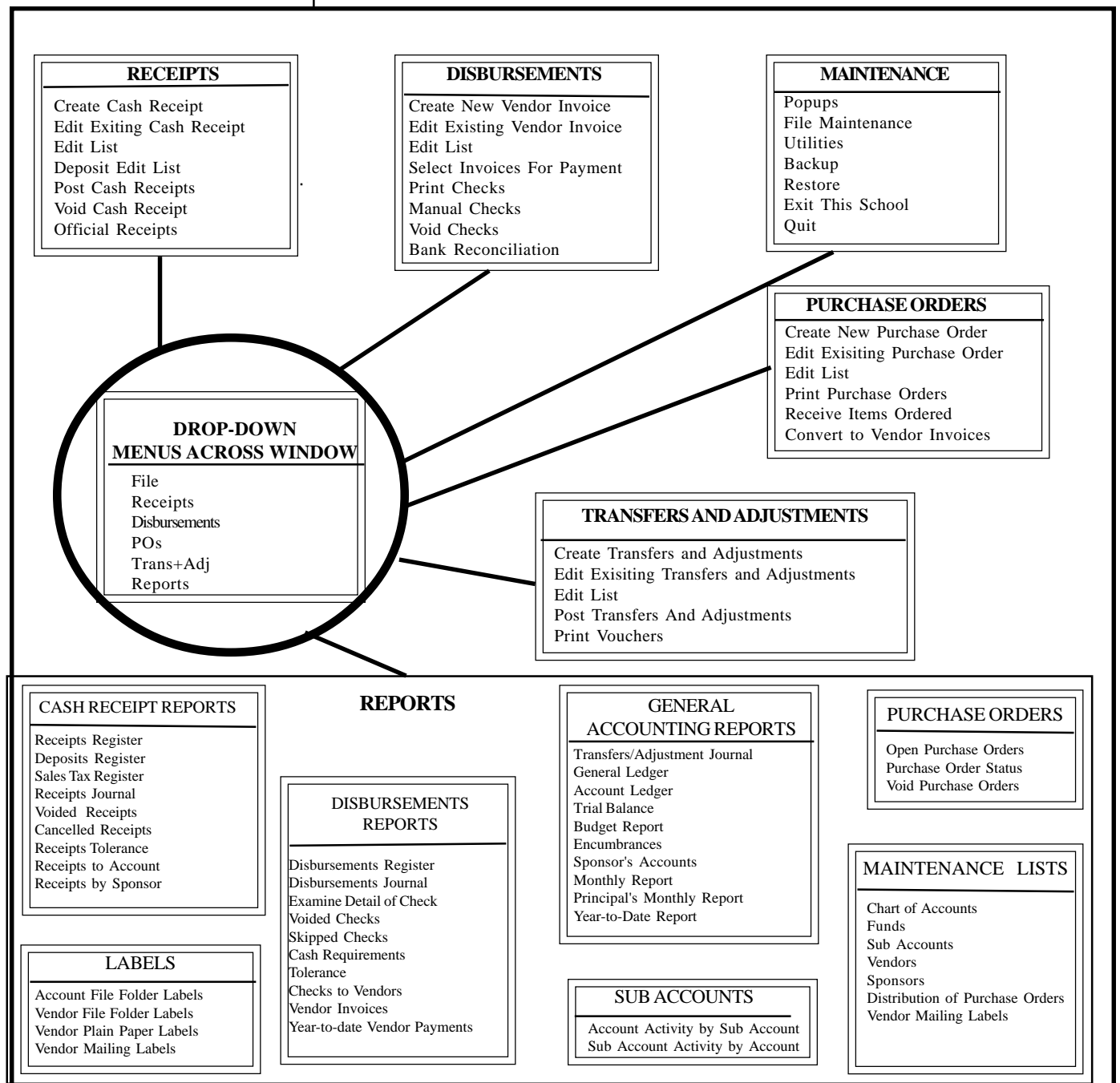
Using The Menus

Menus are the means for navigating through MAS-from File to Reports.

The first menu you see when entering MAS is the Opening Menu across the top of the window as follows:

File Receipts Disbursements POs Trans+Adj Reports

This is where you access the 6 main modules or component parts of MAS: 1) File, 2) Receipts, 3) Disbursements, 4) Purchase Orders (POs), 5) Transfers & Adjustments (Trans+Adj), 6) Reports. To select a menu item, use the mouse to point to the module you wish to select and hold down the left mouse button to select a specific area within the componet menu. This works in all of the pull-down menus in MAS.



Using The MAS Function Keys

The function keys (F1-F10) are located along the top of your keyboard. In MAS, they serve to pop-up helpful items on your screen. Press <ESC> to remove the pop-ups from the screen and return to the MAS screen where you were.

POP-UP KEY ASSIGNMENTS - Function Keys						
F-1	Not Used	F-2	Vendors	Alt	D	Purchase Order Disposition
F-3	Accounts	F-4	Sponsors	Alt	I	Vendor Invoices
F-5	Funds	F-6	Sub Accounts	Alt	P	Printer Selection
F-7	Calendar	F-8	System Status	Ctrl	D	Daily Closing Routine
F-9	Calculator	F-10	Screen Cover	Ctrl	M	Monthly Closing Routine
				Ctrl	Y	Fiscal Year-End Closing Routine

NOTE:
The F-3 pop-up key is useful for quickly checking an account balance. It may be used at any time while in MAS.

Some of these pop-ups only work when in relevant screens.

NOTE:
The Control (Ctrl) function key combinations are for closing routines. Contact the Auditing & Property Records Department before use of this feature.

Changing The Identification File

The Identification File is where you set up your school's basic information - name, address, printer type and other default information. Once initially set up (during the installation of MAS) there should be little if any need to change anything in this file.

PRINTERS

a. EPSON GRAPHICS - NARROW CARRIAGE	LPT1
b. HP LASERJET 2 AND LASERJET 3	LPT1
c. HP LASERJET 4 AND LASERJET 5	LPT1
d. HP RUGGED WRITER PRINTER	LPT1
e. IBM LASER - EPSON EMULATION	LPT1

Most schools have a HP Laser printer and should use selection c. Only those with dot matrix printers should select a.

Using the mouse, point to and click on the File menu. This will display the choices in this menu. From the File menu, select/highlight File Maintenance and slide the mouse pointer then to select/highlight Identification File Maintenance, and then release the left mouse button. This is the screen you will see:

School District Type the name of the school district and press <ENTER>.

Name of School Type your school's name and press <ENTER>.

Address Type your school's street address and press <ENTER> twice (there are 2 address lines).

City Type the name of the city your school is in and press <ENTER>.

State Type in the state and press <ENTER>.

Zip Type your school's zip code (5 digits or the extended 9 digit code) and press <ENTER>.

Telephone Type your area code and telephone number, then press <ENTER>.

Default Printer Press the <ALT> and P keys simultaneously to pop-up a list of printers. Select the one you wish to use and press <ENTER>.

External Backup System? Type N and press <ENTER> to indicate you do not have an external backup device.

Backup Dictionary Highlight your selection (any are appropriate) and press <ENTER>. Balance is recommended.

BACKUP DICTIONARY

Faster Backups, but Least Efficient Compression
Balance Speed and Efficiency
Slower Backups, but Most Efficient Compression

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

IDENTIFICATION FILE MAINTENANCE
Current Period: 07/01/99 to 07/31/99

School District => THE SCHOOL DISTRICT OF PINELLAS COUNTY
Name of School => ANY OLD SCHOOL
Address => 123 APPLE WAY

City => LARGO
Telephone => 727-588-1212

State => FL Zip => 32501
School ID Number => cost center number

Beginning of Fiscal Year => 07/01/99
End of 1st Period => 07/31/99
End of 2nd Period => 08/31/99
End of 3rd Period => 09/30/99
End of 4th Period => 10/31/99

Last Period Closed => 06/30/00
End of 7th Period => 01/31/00
End of 8th Period => 02/28/00
End of 9th Period => 03/31/00
End of 10th Period => 04/30/00

Default Printer => HPPCL HP LaserJet 4 and LaserJet 5
Do you use an external backup system? (Y/N) => N Backup Library => B

Above Info Correct? If the information is correct, type Y and press <ENTER>. If the information is incorrect, type N, press <ENTER> and make the necessary changes.

Changing The Identification File (Continued)

MAS will give you the option to assign your own receipt and purchase order numbers as you enter them. However, this is not recommended.

Once set-up, there should be little if any need to change anything in this file.

Use Generated Receipt #s	Leave Y in this field & press <ENTER>.
Next Receipt Number	Leave this the same, unless in unusual circumstances you need to change the next receipt number, and press <ENTER>.
Use Pre-printed Receipts	Select N and press <ENTER>.
Default Cash Account	Type in 1111.00 and press <ENTER>.
Use Generated PO #s	Leave Y in this field and press <ENTER>.
Next PO Number	Leave this the same, unless in unusual circumstances you need to change the next purchase order number, and press <ENTER>.
Use Pre-printed POs	Select N and press <ENTER>.
Purchase Order Prefix	Leave this field blank (except PTECs as needed) and press <ENTER>.
Default Cash Account	Type in 1111.00 and press <ENTER>.
Default Sales Tax Exemp.#	Type in the sales tax exemption number & press <ENTER>.
Sales Tax Rate	Leave this field blank and press <ENTER>.
Sales Tax Liability Account	Type in 6-3450.00 and press <ENTER>.
Sales Tax Liability Acct. Name	This field is automatically filled in by the computer.
Federal Tax I.D. Number	Type in 59-6000799 and press <ENTER>
Min Amt to Incl on Form 1099	Type in 1 and press <ENTER>

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLDSCHOOL

IDENTIFICATION FILE MAINTENANCE
Current Period: 07/01/99 to 07/31/99

CASH RECEIPTS INFORMATION:

Use system generated cash receipt numbers? (Y/N)	=>N	
Next cash receipt number	=>	140
Use pre-printed official receipts? (Y/N)	=>N	
Default cash account for cash receipts	=>1111.00	Checking

PURCHASE ORDERS/CASH DISBURSEMENTS INFORMATION:

Use system generated purchase order numbers? (Y/N)	=>Y	
Next purchase order number	=>	23
Use pre-printed purchase orders? (Y/N)	=>N	
Include accounts on non-preprinted PO forms? (Y/N)	=>N/A	
Purchase Order Prefix	=>	
Default cash account for cash disbursements	=>1111	Checking

SALES TAX INFORMATION:

Default sales tax exemption number	=>62-08-137994-57C
Default sales tax rate	=>7.0
Sales tax liability account	=>6-3450
Sales tax liability account name	=>Sales Tax

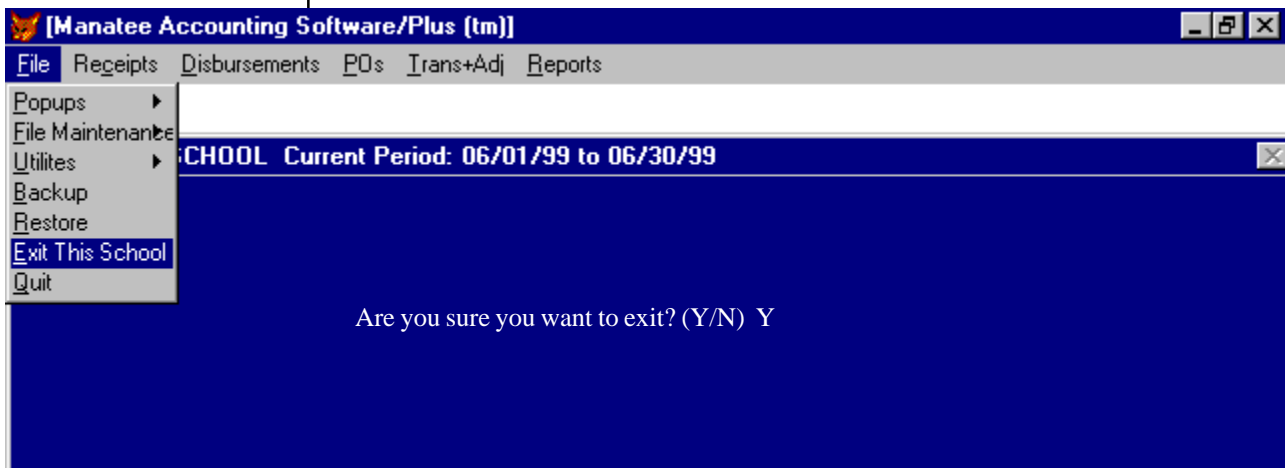
FORMS 1099 INFORMATION:

Federal tax identification number	=>59-6000799
Minimum amount to include on form 1099	=>1

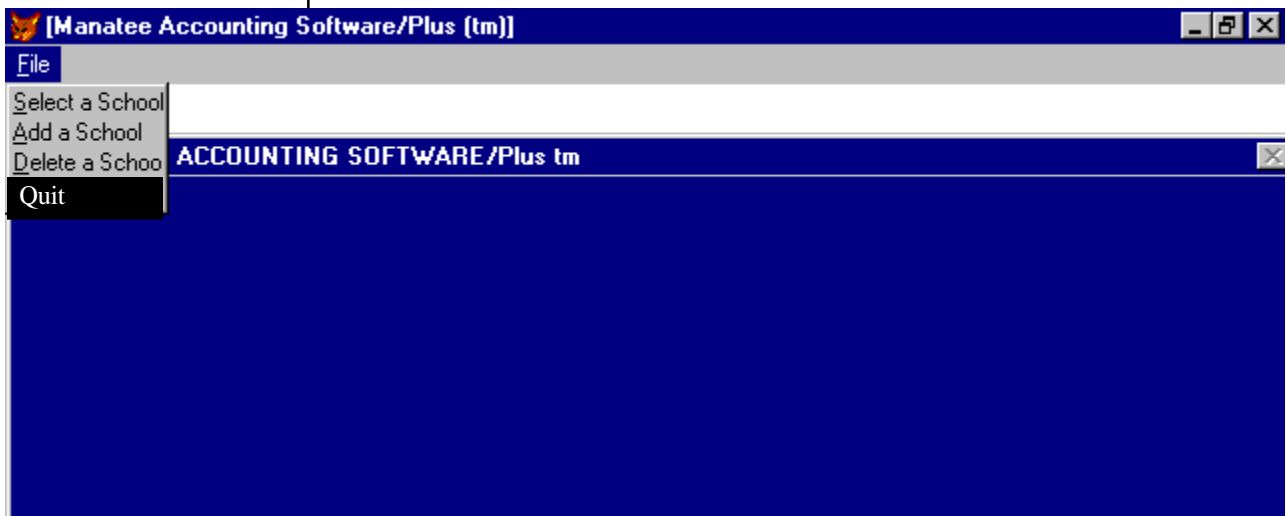
Above Info Correct? If the information is correct, type Y and press <ENTER>. If the information is incorrect, type N, press <ENTER> and make the necessary changes.

Quitting MAS

When finished working in MAS for the day and the system has been backed up (refer to Chapter 8 of this manual for instructions), follow these simple steps to quit the program before you turn the computer off. Using the mouse, point to the File menu and single-click with the left mouse button. Drag the mouse down and select/highlight Exit This School and single click with the left mouse button. Type Y when asked if you want to exit and press the <ENTER> key.



Then, using the mouse, single click on the File menu, select/highlight Quit, and the single-click with the left mouse button. This will take you out of the Manatee system and back to the Desktop.

**WARNING:**

Do not turn your computer off prior to exiting the program properly. This may cause the entire program to malfunction.

Note: Under no circumstances should the X in the top right hand corner of the Manatee window be used to close the Manatee System. The steps above must be followed to correctly close the program.

Changing A Password



As with all passwords, your Manatee password should be **changed every 90 days** to protect against unauthorized use of the system. You cannot be in MAS to change the password.

Follow the steps below to change the password:

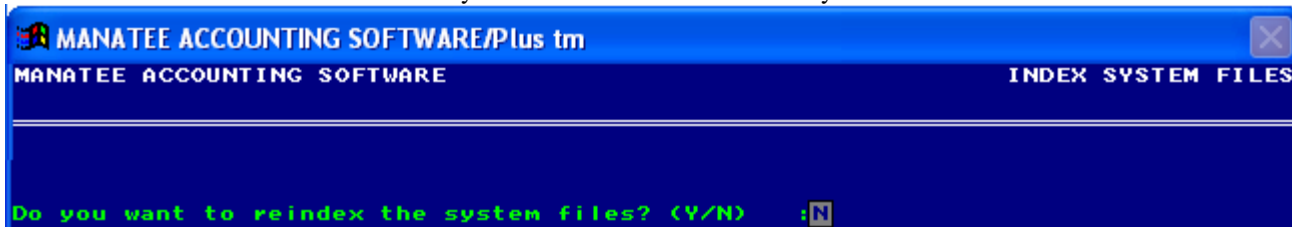
1. Please click on the start button and then go into All Programs.
2. Is there a program listed stating Manatee Applications? And, when you click on that do you see the word *Access*?
3. If yes, proceed with #4. If **no**, skip # 4 - # 9 and go to # 10 below.
4. Now log all of the way out of the Manatee program and then,
5. Select the *Access* program as instructed below and then follow the directions across the bottom of the screen.
6. Be sure the screen is at its maximized size which can be achieved by single-clicking on the middle box in the top right hand corner of the screen.
7. Use your current Manatee login and password to log into *Access*, and
8. Select your login name and change the password as instructed by the screen prompts.
9. After you have answered the question "Is the above information correct?" with a Y, press the escape key until you are out of the *Access* program.

If the answer to #4 is **no**, please follow the below listed instructions.

10. Log all the way out of Manatee.
11. Double-click on the My Computer icon.
12. Double-click on the Local Disk C: icon
13. Find the Manatee folder.
14. Double-click on the Manatee Folder.
15. Find the Access9.exe icon which should be near the top of the listing.
16. Double-click on the Access9.exe icon.
17. Press <Enter> past the cover page.
18. Highlight the school of the password you wish to change.
19. Follow the prompts across the bottom of the screen.
20. Refer to #6 - #9 above.

After step 5 or 15, the following screen will appear:

The default is N for no. Press the Enter key. There is no need to index the system files.



At step 7, enter the current login at this screen, press the Enter key.

Then enter the current password.



As noted above, follow the instruction prompts across the bottom of the screen to complete the change of the password.

MAS User's Guide

CHAPTER 2

ACCOUNTS

Contents

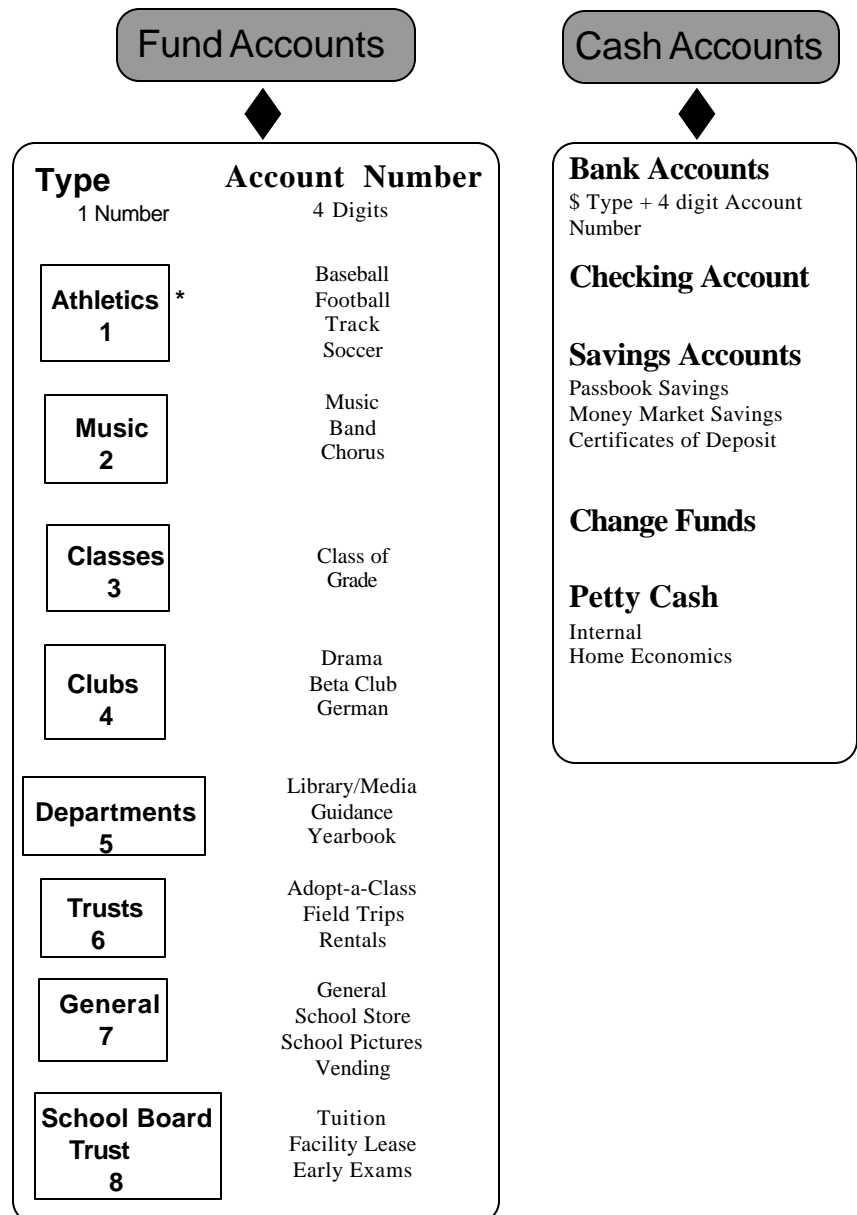
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Account Numbers on Transactions

Every school activity fund transaction requires that you enter account numbers to indicate where you want funds added or subtracted from. Entering an account is a 2 step process comprised of entering one number Fund type (1 through 8 or \$ for cash accounts) and a 4 digit account number.

There are two major types of school activity accounts: Fund accounts and Cash accounts. Fund accounts are the internal accounts you use to track financial activity within your school. Cash accounts are the bank accounts that you deposit funds into and pay bills from. They include your checking account, and any savings and certificate of deposit accounts you might have.

Types of Accounts



* NOTE: Centralized Athletics are included in Fund 8 - School Board Trust.

Keeping Accounts In Balance

By design, MAS requires that the total of all Cash accounts (checking, savings, etc.) equal the total of all Fund accounts (1 through 8). As demonstrated below, MAS does this by requiring that when you increase a Cash account (receipt funds) you also increase a Fund account or accounts. Similarly, when you disburse funds, MAS requires that you decrease a Cash account and a Fund account or accounts. Transfers are different in that they involve increasing one or more Fund accounts while decreasing other Fund account(s) by the same amount.

Receipts

Increases Checking or
Savings Account and
Increases Fund Account(s)

+

Cash Account(s)

+

Fund Account(s)

Disbursements

Decreases Checking Account
and Decreases Fund
Account(s)

Cash Account(s)

Fund Account(s)

-

-

Transfers

Increases Fund Account(s)
and Decreases Other Fund
Account(s)

+

Fund Account(s)

Fund Account(s)

-

Account Integrity

In order to properly reflect the financial activity in your accounts, you need to receipt and disburse funds for specific activities to or from the specific Fund accounts set up for these activities. For example, all yearbook sales need to be receipted into the Yearbook account and all bills for yearbook materials, etc., need to be paid from the Yearbook account.

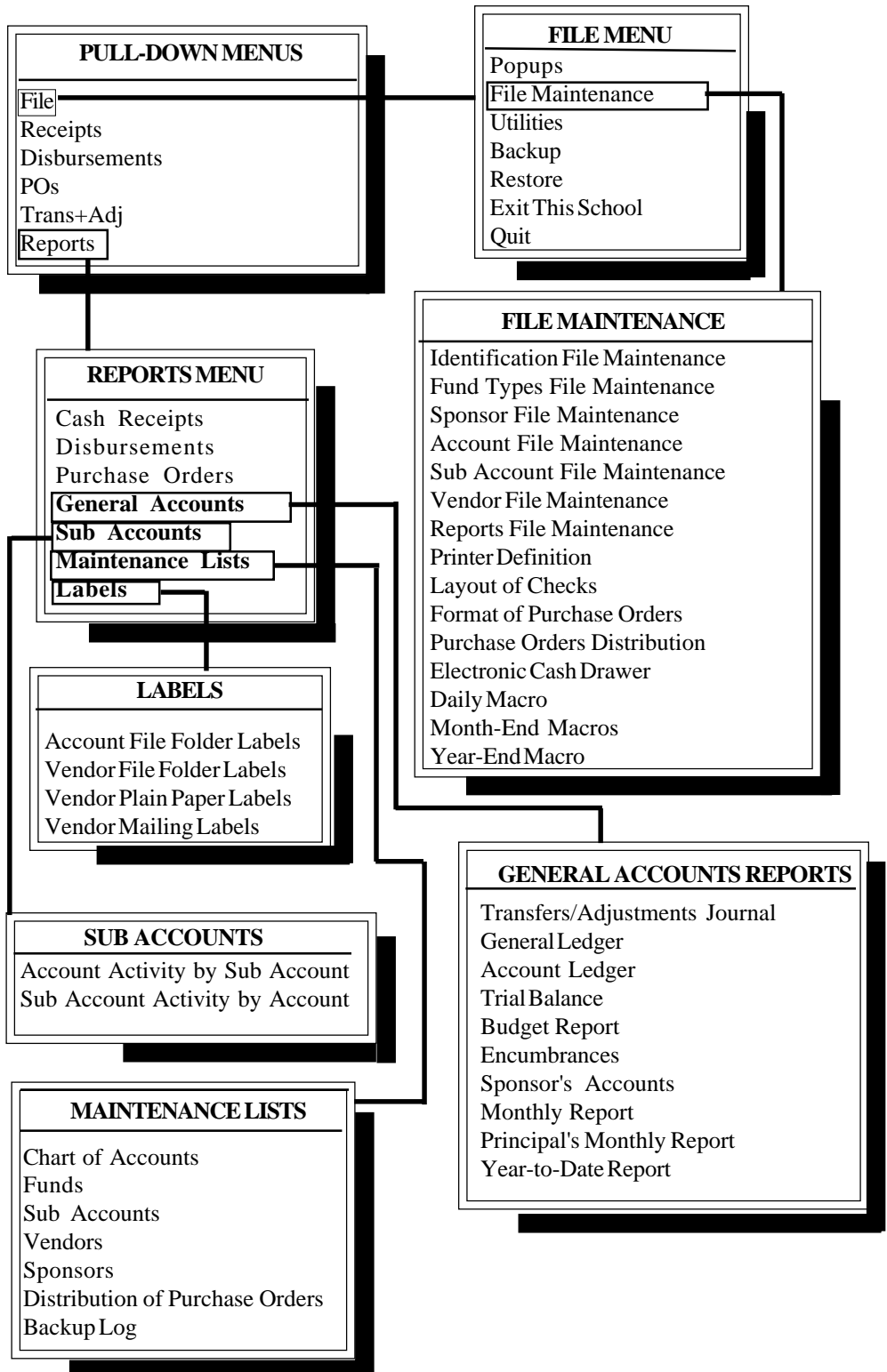
Maintaining Accounts In MAS

MAS allows you to maintain your accounts via the File/File Maintenance menu and print account reports via the Reports menu.

From the File/File Maintenance menu, you can add or change general information about your school, sponsors, accounts, vendors. Any change to the fund types will be initiated by the District Office.

From the Reports menu, you can print various account listings, everything from a Chart of Accounts to account file folder labels.

File maintenance in MAS means maintaining the main computerized files - those for general school information, funds, cash accounts, fund accounts, sub accounts, and sponsors. Another main file, the Vendor file, is discussed in another chapter. These computer files help you classify transactions and print descriptive information on reports. Cash accounts, for instance, include information and descriptions on all checking and savings accounts set up by the school. Before using a cash account, fund account, sponsor, or vendor for the first time in any transaction, they must first be set up in their respective computer file.



Adding or Activating New Fund Accounts

Fund accounts are used to classify revenues and expenditures by type of activity (i.e. Class of 2000, Field Trips, Football, etc.). Before receipting funds into or paying invoices from a new fund account, you will either need to activate an account or add an extension account. A Master Chart of Accounts is available from the District office and should be referenced before activating or adding account numbers. If the account is not listed on the Master Chart of Accounts, contact the District office.

Sub Accounts

Using Sub Accounts provides a detailed description of what a particular account was specifically charged for or the purpose for which funds were received. The Sub Accounts used in MAS are the object code numbers. The Sub Account listing is attached to the Master Chart of Accounts.

Sponsors

Sponsors can be used when reporting on fund accounts to sort or select accounts for a given sponsor.

Activation of an Account from the Master Chart of Accounts:

Using the mouse, point to the File menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Account File Maintenance selection and then release the left mouse button.

Account Type in the one number fund type (1 through 8) and press <ENTER>. Then type a new 4 digit fund account number (use your Master Chart of Accounts to find the appropriate account number) and press <ENTER>.

Account is not on file, Do you wish to add acct.? To set up this account, type Y and press <ENTER>.

At this point, you will see the information fields for this account on the screen. All of these fields are correct. As noted below, you should not alter any of the fields on this page. The exception to this rule is if/when you wish to have a Sponsor for the account. This will need to be added. Follow the instructions below to activate an account.

Account Name Press <ENTER>.

Use Sub Accounts Accounts in Funds 1-7, highlight Y
Accounts in Fund 8, highlight N
Press <ENTER>.

Sponsor If you want to assign a sponsor to this account and have already added the sponsor to the sponsor file (see Adding Sponsors in this chapter), type the sponsor ID and press <ENTER>. If, however, you do **not** want to assign a sponsor at this time (you can assign one at a later date), just leave the field blank and press <ENTER>.

Budget Press <ENTER>.

Notify Leave Y highlighted, press <ENTER>.

Input Status Select Enabled and press <ENTER>.

Export Account Number This is optional. Leave blank and press <ENTER>.

Close-To Accounts

CLOSE-TO-ACCOUNTS

Monthly Transfer of Balance
Year-End Transfer of Balance
No Transfer of Balance

Select **No Transfer of Balance**. Press <ENTER>

Above Info Correct? If it is, type Y and press <ENTER>. If it is not, press the <ESC> key to return to the menu.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

PRIMARY FILE MAINTENANCE

Current Period: 07/01/00 to 07/31/00

Account => 2 4000.00
Account Name => Instrument Rental
Sponsor => Hall J Hall
Budget => 0.00
Encumbered => 0.00
Balance => 0.00

Active During Current Year => N
Use Sub Accounts => Y

Budget Remaining =>
Unencumbered Budget =>
Unencumbered Balance=> 0.00 0%

Input Status => Enabled

Export Account Number =>^.....^.....

Adding Extension Accounts

An extension account is an extension of an account from the Master Chart of Accounts. Adding a 2-digit account number at the end of the 4-digit account number creates the extension.

Before an extension account can be created, the "main" 4-digit account number must be activated first.

An extension number is assigned from the alphabetic list below. For example, if the extension name begins with the letters BA, the extension number is .05, if the extension name begins with the letters KR, the extension number is .48.

Alphabetic Extension Listing

A	1-4	
B	5-9	
C	10-14	NOTE:
D	15-19	This
E	20-24	listing
F	25-29	is a
G	30-34	guide.
H	35-39	
I,J	40-44	
K	45-49	
L	50-54	
M	55-59	
N	60-64	
O	65-69	
P,Q	70-74	
R	75-79	
S	80-84	
T	85-89	
U,V	90-94	
W,X,Y,Z	95-99	

Addition of an Extension Account:

Using the mouse, point to the File Menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Account File Maintenance selection and then release the left mouse button.

Identify the 4-digit account where you wish to add an extension account. Verify that this account has been activated from the Master Chart of Accounts. If this account has not been activated, follow the steps on page 2-4 of this guide before addition the extension. If this account had been activated, proceed to add the extension. Refer to the information in the left margin to select the correct 2-digit extension number.

Account Type in the one number fund type (1-8) and press <ENTER>. Then type in the 4-digit account number followed by the 2-digit extension you wish to add. Press <ENTER>.

Account is not on file, To set up this account, type Y and press
Do you wish to add acct.? <ENTER>

Account Name Type a brief description/title for the account and press <ENTER>.

Use Sub Accounts Accounts in Funds 1-7, highlight Y
Accounts in Fund 8, highlight N
Press <ENTER>.

Sponsor Refer to page 2-4 of this guide.

Budget This is optional. Just leave the field blank and press <ENTER>.

Notify Enter "Y" to be warned when account is over-drawn, otherwise enter "N".

Input Status Select Enabled and press <ENTER>.

Export Account Number This is optional. Just leave blank and press <ENTER>.

Close-To Accounts

CLOSE-TO-ACCOUNTS
Monthly Transfer of Balance
Year-End Transfer of Balance
No Transfer of Balance

Select **No Transfer of Balance**.

Above Info Correct?> If it is, type Y and press <ENTER>. If it is not, press the <ESC> key to return to the menu.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

PRIMARY ACCOUNT FILE MAINTENANCE
Current Period: 07/01/00 to 07/31/00

Account	=>2 4000.05	Active During Current Year	=> N
Account Name	=>Band Instrument Rental	Use Sub Accounts	=> Y
Sponsor	=>Hall J Hall	Budget Remaining	=>
Budget	=>0.00	Unencumbered Budget	=>
Encumbered	=>0.00	Unencumbered Balance	=> 0.00 0%
Balance	=>0.00		
Notify	=>Y		
	Input Status =>Enabled		
	Export Account Number =>^.....^.....		

Changing Fund Accounts

During the year, you may wish to change the account name or sponsor associated with a fund account. Before changing a fund name, contact the District office for assistance.

Sponsors

Sponsors can be used when reporting on fund accounts to sort or select accounts for a given sponsor.

Using the mouse, point to the File Menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Account File Maintenance selection and then release the left mouse button.

- Account** Type in the one number fund type (1-8) and press <ENTER>. Then type in the 4-digit account number followed by the 2-digit extension, if required. Press <ENTER>.
- Edit, or Re-Enter Account** To change the account information, type E and press <ENTER>
- Account Name** Type a brief description/title for the account and press <ENTER>.
- Use Sub Accounts** Accounts in Funds 1-7, highlight Y
Accounts in Fund 8, highlight N
Press <ENTER>.
- Sponsor** Refer to page 2-4 of this guide.
- Budget** This is optional. Just leave the field blank and press <ENTER>.
- Notify** Enter "Y" to be warned when account is over-drawn, otherwise enter "N".
- Input Status** Select Enabled and press <ENTER>.
- Export Account Number** This is optional. Just leave blank and press <ENTER>.

Close-To Accounts

CLOSE-TO-ACCOUNTS
Monthly Transfer of Balance
Year-End Transfer of Balance
No Transfer of Balance

Select **No Transfer of Balance**. Press <ENTER>

Above Info Correct? If it is, type Y and press <ENTER>. If it is not, press the <ESC> key to return to the menu.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

PRIMARY ACCOUNT FILE MAINTENANCE
Current Period: 07/01/00 to 07/31/00

Account	=>2 4000.00	Active During Current Year =>	N
Account Name	=>Instrument Rental	Use Sub Accounts	=> Y
Sponsor	=>Hall J Hall	Budget Remaining	=>
Budget	=>0.00	Unencumbered Budget	=>
Encumbered	=>0.00	Unencumbered Balance	=> 0.00 0%
Balance	=>0.00		
Notify	=>Y		
	Input Status =>Enabled		
	Export Account Number =>	^.....^.....

Deleting Fund Accounts

You will generally only need to delete fund accounts after the end of a year, when they are no longer active. Contact the District Office before deletion of accounts.

Using the mouse, point to the File menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Account File Maintenance selection and then release the left mouse button.

Account Type in the one number fund type (1 through 8) and press <ENTER>. Then type the 4-digit fund account number and press <ENTER>. If you do not know the account number, leave the field blank and press <ENTER> to pop-up a list.

Edit, delete or re-enter To delete the account, type D and press <ENTER>.

Are you sure? If the account has a zero balance and you are ready to delete it, type Y and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL		PRIMARY ACCOUNT FILE MAINTENANCE Current Period: 07/01/00 to 07/31/00	
Account	=>1 0200.00	Active During Current Year =>	<input type="text" value="N"/>
Account Name	=>Athletics - General	Use Sub Accounts	=> <input type="text" value="Y"/>
Sponsor	=>Hall J Hall		
Budget	=>0.00	Budget Remaining	=>
Encumbered	=>0.00	Unencumbered Budget	=>
Balance	=>0.00	Unencumbered Balance	=>0.00 0%
Input Status =>Enabled			
Export Account Number =>^....^....			
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Active in the current fiscal year if receipts, disbursements, purchase orders, transfers, or adjustments were made this fiscal year from this account. Also active if any checks or purchase orders were outstanding at the beginning of the current fiscal year and cite the account. </div>			
Do you wish to Edit this Account, Delete this Account, or Re-enter?(E/D/R) =>D			

Note:

Before deleting a fund account, make sure it has a zero balance. The system will only allow you to delete accounts that have a zero balance and have had no activity during the current fiscal year. In fact, you will not be given the option to delete the account on this screen unless this is the case. Before closing the year, make sure you transfer any remaining funds from accounts that you intend to close. Accounts must be inactive for an entire year before their balances may be transferred and the accounts deleted.



Are you sure? If the account has a zero balance and you are ready to delete it, type Y and press <ENTER>.

Adding Sponsors

For reporting purposes, you can assign sponsors to accounts. This allows you, for instance, to run a report listing all account information for a given sponsor. However, before assigning a sponsor to an account, you will need to add the sponsor to MAS.

Using the mouse, point to the File menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sponsor File Maintenance selection and then release the left mouse button.

Sponsor Type in a brief, easily remembered ID for the sponsor and press <ENTER>. For instance, use a sponsor's first initial and up to 5 characters of his/her last name.

Add Sponsor? If you are sure you wish to add this sponsor, type Y and press <ENTER>. Otherwise type N and press <ENTER>.

Sponsor Name Type the sponsors first name and last name, then press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

SPONSORS FILE MAINTENANCE

Current Period: 07/01/00 to 07/31/00

Sponsor ==>JJONES
Sponsor Name ==>JOHN JONES

Is the above information correct? (Y/N) ==>Y

Upon adding the sponsor on this screen, you will need to attach it to the account(s) that they are responsible for. To do so, see Changing Fund Accounts earlier in this chapter.

Above Info. Correct? If it is, type Y and press <ENTER>. If it is not, select N and make the necessary changes.

Deleting Sponsors

When a person is no longer a sponsor, or when they leave your school, you can delete them using the Sponsors File Maintenance screen.

Using the mouse, point to the File menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sponsor File Maintenance selection and then release the left mouse button.

Sponsor Type in the ID for the sponsor and press <ENTER>.

Edit or Delete Sponsor? If you are sure you wish to delete this sponsor, type D and press <ENTER>. Otherwise press <ESC> to return to the menu.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

SPONSORS FILE MAINTENANCE

Current Period: 07/01/00 to 07/31/00

Sponsor =>JONES
Sponsor Name =>JOHN JONES

Do you wish to Edit or Delete this sponsor? (E/D) =>D

Are You Sure? If you are, type Y and press <ENTER>. If not, select N to escape.

Adding Sub Accounts

Sub Accounts are used to further classify revenues (donations, vending profits, etc.) and expenditures (dues, uniforms, etc.), within any given fund account.

The Master Sub Account list is maintained by the Auditing Department. Schools are not authorized to add sub accounts and must contact the District office for changes.

Sub Accounts used in MAS are the object code numbers. The Sub Account listing is attached to the Master Chart of Accounts. Fund 8 accounts do not use Sub Accounts.

Using the mouse, point to the File menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sub Account File Maintenance selection and then release the left mouse button.

- Sub Account** Type in a 4-digit sub account number and press <ENTER>.
- Do you wish to add?** To set up this new sub account, type Y and press <ENTER>.
- Sub Account Name** Type a description/title for the sub account and press <ENTER>.
- Cash Receipts** Type Y and press <ENTER>.
- Cash Disbursements** Type Y and press <ENTER>.
- Transfers** Type Y and press <ENTER>.
- Adjustments** Type Y and press <ENTER>.
- Primary Accounts From** Type the first fund account (not \$-1111.00 account) to use sub accounts and press <ENTER>.
- Primary Accounts To** Type the last Fund 7 account to use sub accounts and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
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SUB ACCOUNTS FILE MAINTENANCE
Current Period: 07/01/00 to 07/31/00

Sub Account => 0510

Description => SUPPLIES

Cash Receipts =>Y
Cash Disbursements =>Y
Transfers =>Y
Adjustments =>Y

For Use with Primary Accounts From => 1 0200.00 Athletics - General
To => 7 0550.00 Vending

Is the above information correct? (Y/N) =>Y

Above Info Correct? If it is, type Y and press <ENTER>. If it is not, press the <ESC> key to return to the menu.

Uses for Sub Accounts

Sub Account 3440 - Gifts/Grants/Bequests

Account 6-2400 - Donation	\$1,200
Account 7-0545 - Unrestricted Donations	800
Account 6-1501 - Adopt-A-School	400
Total - Gifts/Grants/Bequests	\$2,400

By entering receipts from donations within the donation account numbers and the sub account number for Gifts/Grants/Bequests, you can easily track the total money received from donations.

Sub Account 3482 - Revenue from Sales

Account 4-1650 - Drama Club	\$1,000
Account 4-2100 - French Club	300
Account 4-2800 - Interact Club	200
Total - Revenue from Sales	\$1,500

By entering receipts from fund-raisers with the Club account numbers and the sub account number for Revenue from Sales, you can easily track the total revenue from fund-raising sales for all clubs.

Deleting Sub Accounts

You may only delete sub accounts at the direction of the District office at the end of a year, when they are no longer active.

Using the mouse, point to the File menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight File Maintenance. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sub Account File Maintenance selection and then release the left mouse button.

Sub Account Type in a 4-digit sub account number and press <ENTER>.

Editor Delete To delete the sub account, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

SUB ACCOUNTS FILE MAINTENANCE
Current Period: 07/01/00 to 07/31/00

Sub Account => 0510

Description => SUPPLIES

Cash Receipts	=>Y
Cash Disbursements	=>Y
Transfers	=>Y
Adjustments	=>Y

For Use with Primary Accounts From => 1 0200.00 Athletics - General
To => 7 0550.00 Vending

Do you wish to Edit or Delete this sub account? (E/D)=>D

Note:

The system will only allow you to delete sub accounts that have had no activity during the fiscal year. In fact, you will not be given the option to delete the sub account on this screen unless this is the case.

Are you sure? If the sub account has a zero balance and you are ready to delete it, type Y and press <ENTER>.

Account Reports

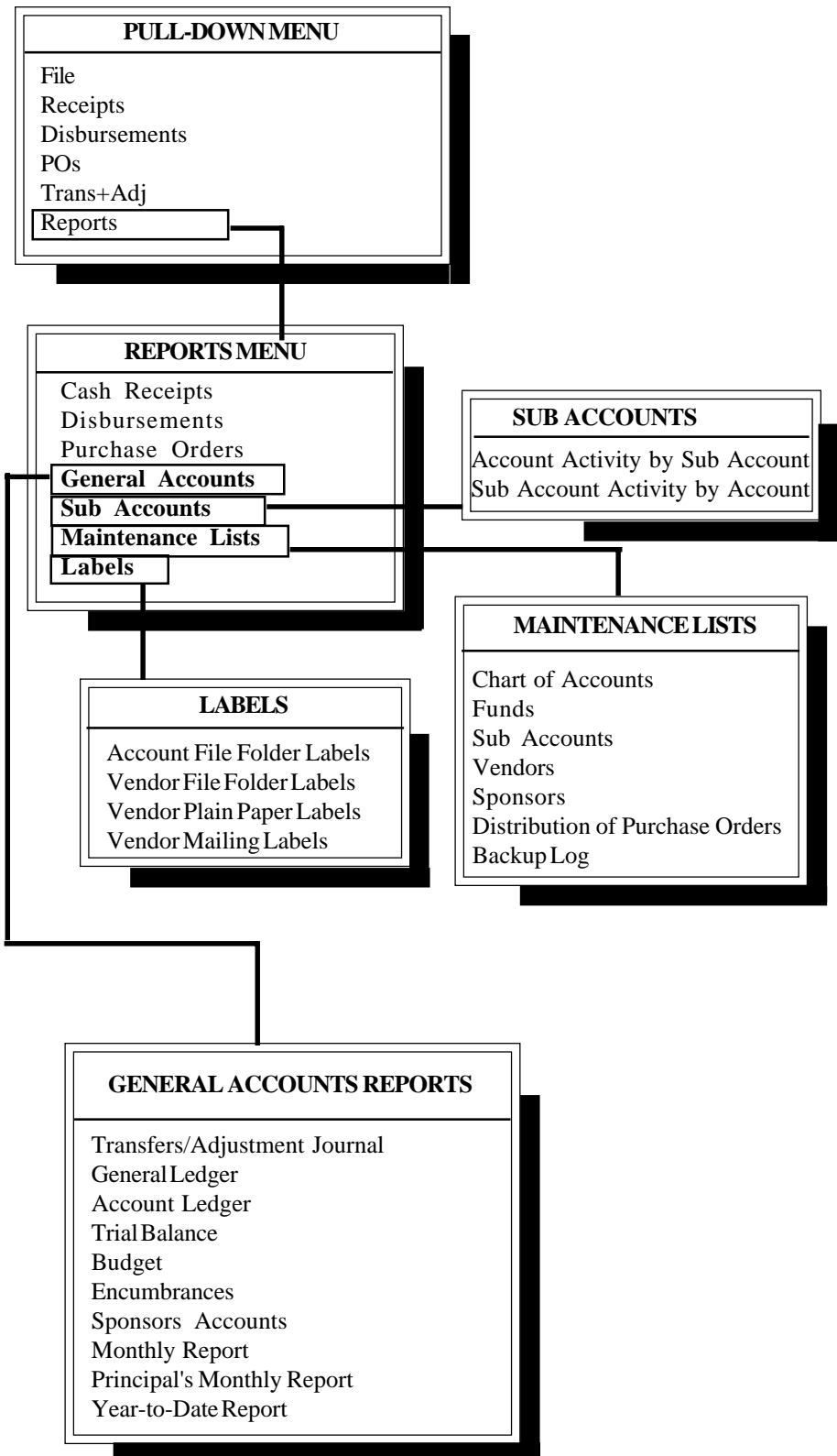
There are several different reports for viewing information by account or sub account. They are accessible from the General Accounting Reports and Sub Accounts menus.

Each of these reports will be discussed on the pages that follow.

Tips on Running Reports

Before printing reports, make sure you have the proper (plain, white) paper in the printer and that the top of the page is aligned correctly.

Many of the reports can be displayed on the screen as an alternative to being printed. When displaying reports on the screen, press the <PAGE UP> and <PAGE DOWN> keys to move up and down in the report. At the end of the report, press page down until the report totals appear (if applicable).



Printing A List Of Fund Types

If you need to know what funds are set up, you can display or print a listing.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Maintenance Lists. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Funds selection and then release the left mouse button.

Display or Print Report? Because this is such a short report (only 8 items), you will probably only wish to display it on your screen. To do so, type D and press <ENTER>.

If, however, you wish to print it, type P and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

FUND LIST

Current Period: 07/01/00 to 07/31/00

Fund	Description
1	ATHLETICS
2	MUSIC
3	CLASSES
4	CLUBS
5	DEPARTMENTS
6	TRUSTS
7	GENERAL
8	SCHOOL DISTRICT TRUST

<<< A L L >>>

To scroll, use PgUp/PgDn =>

When finished viewing the report on screen, press <ESC> twice to return to the menu.

Printing The Chart Of Accounts

The Chart of Accounts is a report of all fund and cash accounts. It is useful when deciding which account number to use on transactions and when activating or setting up new accounts.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Maintenance Lists. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Chart of Accounts selection and then release the left mouse button.

Code If you want to print a full chart of accounts, leave this blank and press <ENTER>. If you only want a chart of accounts for a particular fund type (1 through 8) or for your cash accounts (\$), type a valid number or "\$" and press <ENTER>.

Account Name Order If you want the report to be sorted alphabetically by account **name**, type Y and press <ENTER>. Otherwise, type N and press <ENTER> to have the report sorted in account

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

CHART OF ACCOUNTS

Current Period: 07/01/00 to 07/31/00

Code ==>All
Account Name Order ==>N

NOTE: If you choose to display this report, not all the columns will be shown on the screen.

Display or Print Report?

number order.

If you wish to print the report, type P and press <ENTER>. If you just want to see it on your screen, type D and press <ENTER>.

Is the Printer Ready?

If your printer is turned on, has paper loaded, and is ready, press any key to start printing. If not, press the <ESC> key.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CHART OF ACCOUNTS

Account	Account Name	Spon	Sponsor Name	Use Sub	Close To	Export/Consolidation Account
CASH ACCOUNTS						
\$ 1111.00	CHECKING			NO		
\$ 1111.01	SECOND CASH ACCOUNT			NO		
\$ 1112.00	PETTY CASH			NO		
\$ 1115.00	INVESTMENTS			NO		
\$ 1115.01	SAVINGS			NO		
\$ 1115.02	CERTIFICATE OF DEPOSIT			NO		
\$ 1115.03	CERTIFICATE OF DEPOSIT			NO		
ATHLETICS						
1 0200.00	ATHLETICS - GENERAL			YES		
1 0510.00	BASEBALL - VARSITY			YES		
1 0750.00	BASKETBALL - JR. VARSITY			YES		
1 2020.00	FOOTBALL - VARSITY			YES		
MUSIC						
2 1000.00	BAND			YES		
2 1500.00	CHORUS			YES		
2 4000.00	INSTRUMENT RENTAL			YES		

Printing A List Of Sub Accounts

If you need to know what sub accounts are set up, you can display or print a listing.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Maintenance Lists. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sub Accounts selection and then release the left mouse button.

Display or Print Report? Because this is such a short report, you may only wish to display it on your screen. To do so, type D and press <ENTER>.

If, however, you wish to print it, type P and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL

SUB ACCOUNTS LIST
Current Period: 07/01/00 to 07/31/00

Sub.	Sub Account Description	CR	CD	TR	AD	From	To
0310	PROFESSIONAL/TECHNICALSVCS	CR	CD	TR	AD	1 0200.00	7 0550.00
0320	INSURANCE & BOND PREMIUMS	CR	CD	TR	AD	1 0200.00	7 0550.00
0330	TRAVEL	CR	CD	TR	AD	1 0200.00	7 0550.00
0350	REPAIRS & MAINTENANCE		CD	TR	AD	1 0200.00	7 0550.00
0360	RENTALS		CD	TR	AD	1 0200.00	7 0550.00
0370	COMMUNICATION	CR	CD	TR	AD	1 0200.00	7 0550.00

If you have more sub accounts than will fit on screen, use the <PAGE UP> and <PAGE DOWN> keys to move up and down in the list. When finished viewing the report on screen, press <ESC> twice to return to the menu.

PINELLAS COUNTY SCHOOLS ANY OLD SCHOOL #1234

SUB ACCOUNT LIST

Sub.	Sub Account Description	CR	CD	TR	AD	From	To
0310	PROFESSIONAL/TECHNICAL SVCS	CR	CD	TR	AD	1 0200.00	7 0550.00
0320	INSURANCE & BOND PREMIUMS	CR	CD	TR	AD	1 0200.00	7 0550.00
0330	TRAVEL	CR	CD	TR	AD	1 0200.00	7 0550.00
0350	REPAIRS & MAINTENANCE		CD	TR	AD	1 0200.00	7 0550.00
0360	RENTALS		CD	TR	AD	1 0200.00	7 0550.00
0370	COMMUNICATION	CR	CD	TR	AD	1 0200.00	7 0550.00
0390	OTHER PURCHASED SERVICES		CD	TR	AD	1 0200.00	7 0550.00
0510	SUPPLIES	CR	CD	TR	AD	1 0200.00	7 0550.00
0520	TEXTBOOKS	CR	CD	TR	AD	1 0200.00	7 0550.00

Printing A Listing Of Sponsors

If you need to know what sponsors are set up, you can display or print a listing.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Maintenance Lists. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sponsors selection and then release the left mouse button.

Display or Print Report? Because this is such a short report, you will probably only wish to display it on your screen. To do so, type D and press <ENTER>.

If, however, you wish to print it, type P and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

SPONSOR LIST

Current Period: 07/01/00 to 07/31/00

Sponsor	Sponsor Name
JJONES	JOHN JONES
LSMITH	LINDA SMITH
TBROWN	TOM BROWN

<<< A L L >>>

To scroll, use PgUp/PgDn =>

If you have more sponsors than will fit on screen, use the <PAGE UP> and <PAGE DOWN> keys to move up and down in the list. When finished viewing the report on screen, press <ESC> twice to return to the menu.



Account file labels are useful at the beginning of the year when establishing file folders for each fund account. This 'report' is designed to be printed on pin-fed file folder labels that are specifically designed for computer printers. The default layout is intended for Avery 1 across file folder labels.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Labels. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Account File Folder Labels selection and then release the left mouse button.

Print In Name Order? To print the labels in alphabetical order by account name, type Y and press <ENTER>. To print labels in numerical order by account number, type N and press <ENTER>.

How Many Lines from Top Enter the number of lines for the printer to skip between labels (default = 4) and press <ENTER>.

How Wide are Labels Enter the width of each label (default = 3.5) and press <ENTER>.

NOTE: This feature is not designed for laserprinter labels.

THE SCHOOL DISTRICT OF PINELLAS COUNTY	ACCOUNT LABELS
ANY OLD SCHOOL	Current Period 07/01/00 to 07/31/00
Do you want to print labels in account name order? (Y/N) => Y How many lines from the top of one label to the top of the next label => 4 How wide are the labels (in inches) => 3.50	

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing. If not, press the <ESC> key.

ATHLETICS-GENERAL	1 0200.00
BAND	2 1000.00
CHORUS	2 1500.00

Detail Account Inquiry

To check on detailed posted transactions for an account for a user-specified period of time, use the Account Ledger Report. This screen displays checks, receipts, transfers, and adjustments that have been posted.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight General Accounts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Account Ledger selection and then release the left mouse button.

AccountNumber Type the Account Number and press <ENTER> (or press <ENTER> on the blank field, highlight the desired account from the pop-up list, and press <ENTER>).

From Type the beginning date for the report and press <ENTER>. All transactions posted on or after this date will be displayed.

To Type the ending date for the report and press <ENTER>. All transactions posted on or before this date will be displayed.

Above Info Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key, and then correct the information.

THE SCHOOL DISTRICT OF PINELLAS COUNTY					ACCOUNT LEDGER	
ANY OLD SCHOOL					Current Period: 07/01/00 to 07/31/00	
Account Number =>1 0200.00			From => 07/01/00			
Account Name =>Athletics - General			To => 07/31/00			
Balance =>150.00						
Date	Sub.	SC	Reference	Description	Increase	Decrease
07/10/00	3482	CR	21	Revenue From Sales	250.00	
07/12/00	3440	TR	14	Gifts/Grants/Bequests	50.00	
07/20/00	3440	TR	15	Gifts/Grants/Bequests	50.00	
07/31/00	0510	CD	1939	Supplies		35.00
07/31/00	0510	CD	1940	Supplies		35.00
07/31/00	0510	CD	1941	Supplies		35.00
07/31/00	0510	CD	1942	Supplies		35.00

Type of Transaction

CR = Cash Receipt

CD = Cash Disbursement

TR = Transfer

AD = Adjustment

Reference

Check Number

Receipt Number

Batch Number

<<<ALL>>>

To scroll, use PgUp/PgDn =>

Note:

Receipts, invoices, transfers and adjustments that have been entered but **not** posted will **not** appear on this screen.

If there are more transactions than will fit on the screen, use the <PAGE UP> and <PAGE DOWN> keys to move up and down. Pressing <PAGE DOWN> at the end of the report/list will display the column totals.

Printing Account Activity By Sub Account

The Account Activity report is a detailed or summary listing of all activity in a user defined range of accounts, broken down by sub account.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Sub Accounts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Account Activity by Sub Accounts selection and then release the left mouse button.

Accounts Numbered from Enter the first account you wish to report on by typing the Account Category (1-8), pressing <ENTER>, typing the Account Number, and then pressing <ENTER> again.

to Enter the last account you wish to report on by typing the Account Category (1-8), pressing <ENTER>, typing the Account Number, and then pressing <ENTER> again.

Sub Accounts from Enter the first sub account number you wish to report on and press <ENTER>.

to Enter the last sub account number you wish to report on and press <ENTER>.

Transactions dated from Enter the date of the first transaction to be included on the report and press <ENTER>.

to Enter the date of the last transaction to be included on the report and press <ENTER>.

Include Sources from Type Y or N in each of the four fields to indicate whether or not you want disbursements (CD), receipts (CR), transfers (TR), and/or adjustments (AD) to print on the report. Any combination can be selected.

Summary or Detail Type S and press <ENTER> to include only summary information (sub account and account totals) on the report. Or type D and press <ENTER> to include detail information (transactions) on the report.

Tolerance Level Enter the dollar amount of transactions that you wish to be the minimum for the report and press <ENTER>. To print all transactions, leave this field as 0.00 and press <ENTER>.

Above Info. Correct? If so, type Y and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

ACCOUNT ACTIVITY

Current Period: 07/01/00 to 07/31/00

Accounts Numbered from =>1 0200.00
to =>7 0550.00

Sub Accounts from =>0310
to =>3498

Transactions dated from =>07/01/00
to =>07/31/00

Include Sources from CD =>Y
CR =>Y
TR =>Y
AD =>Y

Summary or Detail (S/D) =>S

Tolerance Level => 0.00

Is the above information correct? (Y/N) =>

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready - press any key to start printing. If not, press the <ESC> key.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

ACCOUNT ACTIVITY BY SUB ACCOUNT

Accounts from 1-0200.00 to 7-0550.00, Sub Accounts from 0310 to 3498, Transactions from 07/01/00 to 07/31/00
Includes Transactions From Cash Disbursements, Cash Receipts, Transfers, Adjustments of +/- 0.00 or more

Account	Account Name	Sub.	Sub Account Name	Description	SCReference	Amount
			Total for ATHLETICS		==>	0.00
			Total for MUSIC		==>	0.00
			Total for CLASSES		==>	0.00
6 1501.00	ADOPT-A-SCHOOL	0350	REPAIRS & MAINTENANCE	(30.17)
		0510	SUPPLIES	(43.65)
		0790	MISCELLANEOUS EXPENSE	(3.65)
		3440	GIFTS/GRANTS/BEQUESTS			625.00
			Total for Account		==>	547.53
			Grand Total		==>	547.53

Printing Sub Account Activity By Account

The Sub Account Activity report is a detailed or summary listing of all activity in a user defined range of sub accounts, broken down by account. It is useful for determining, for instance, all vending machine receipts by account.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Sub Accounts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sub Account Activity by Accounts selection and then release the left mouse button.

Sub Accounts from Enter the first sub account number you wish to report on and press <ENTER>.

to Enter the last sub account number you wish to report on and pressing <ENTER>.

Accounts Numbered from Enter the first account you wish to report on by typing the Account Category (1-8), pressing <ENTER>, typing the Account Number, and then pressing <ENTER> again.

to Enter the last account you wish to report on by typing the Account Category (1-8), pressing <ENTER>, typing the Account Number, and then pressing <ENTER> again.

Transactions dated from Enter the date of the first transaction to be included on the report and press <ENTER>.

to Enter the date of the last transaction to be included on the report and press <ENTER>.

Include Sources from Type Y or N in each of the four fields to indicate whether or not you want disbursements (CD), receipts (CR), transfers (TR), and/or adjustments (AD) to print on the report. Any combination can be selected.

Summary or Detail Type S and press <ENTER> to include only summary information (sub account and account totals) on the report. Or type D and press <ENTER> to include detail information (transactions) on the report.

Tolerance Level Enter the dollar amount of transactions that you wish to be the minimum for the report and press <ENTER>. To print all transactions, leave this field as 0.00 and press <ENTER>.

Above Info. Correct? If so, type Y and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

SUB ACCOUNT ACTIVITY

Current Period: 07/01/00 to 07/31/00

Sub Accounts from =>0310
 to =>3498

Accounts Numbered from =>1 0200.00
 to =>7 0550.00

Transactions dated from =>07/01/00
 to =>07/31/00

Include Sources from CD =>Y
 CR =>Y
 TR =>Y
 AD =>Y

Summary or Detail (S/D) =>S

Tolerance Level => 0.00

Is the above information correct? (Y/N) =>

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready - press any key to start printing. If not, press the <ESC> key.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

SUB ACCOUNT ACTIVITY BY ACCOUNT

Sub Accounts from 0310 to 3498, Accounts from 1-0200.00 to 7-0550.00, Transactions from 07/01/00 to 07/31/00

Includes Transactions From Cash Disbursements, Cash Receipts, Transfers, Adjustments of +/- 0.00 or more

Sub.	Sub Account Name	Account	Account Name	Description	SCReference	Amount
0350	REPAIRS & MAINTENANCE	6 1501.00	ADOPT-A-SCHOOL			(30.17)
				Total for Sub Account		==>(30.17)
0510	SUPPLIES	6 1501.00	ADOPT-A-SCHOOL			(43.65)
				Total for Sub Account		==>(43.65)
0790	MISCELLANEOUS EXPENSE	6 1501.00	ADOPT-A-SCHOOL			(3.65)
				Total for Sub Account		==>(3.65)
				Grand Total		==>(77.47)

MAS User's Guide

CHAPTER 3 RECEIPTS

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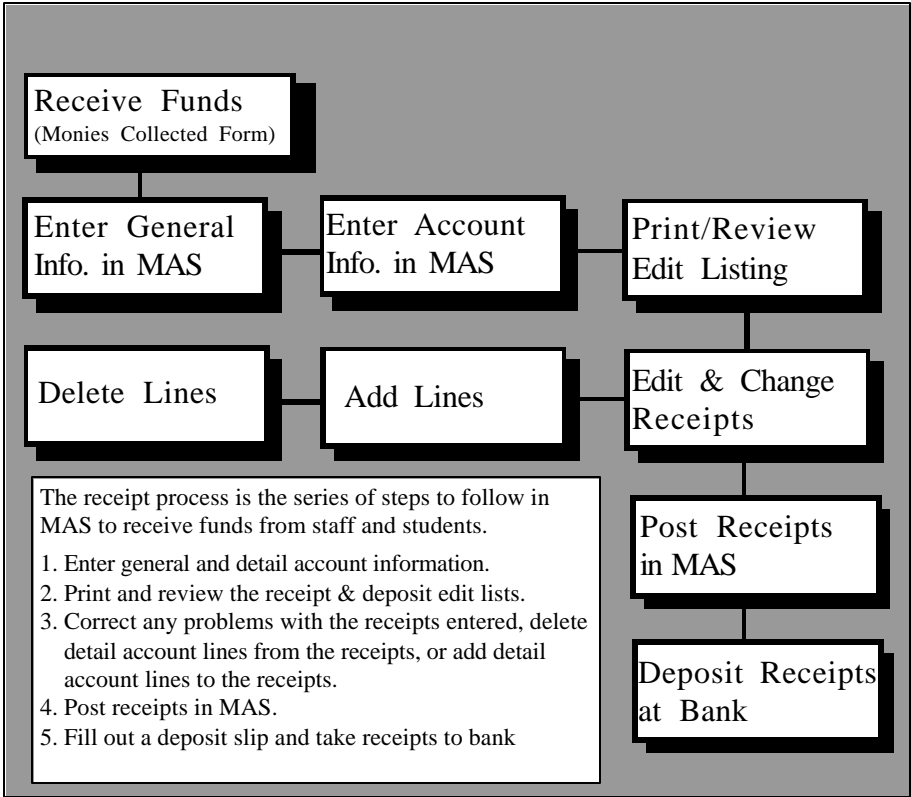
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From the Cash Receipts menu, you can access the menu to enter/edit receipts, post receipts that have been entered, void previously posted receipts, or print out official receipts.

From the Receipts pull-down menu, you can enter new receipts, view posted receipts, edit unposted receipts, and print out a listing of all entered but unposted receipts.

The Receipts portion of MAS includes everything needed to process receipts, modify and/or void receipts, print receipt vouchers, and print reports on receipts.

Central to the preparation of receipts is the process diagrammed below. These are the general steps to follow in the normal course of entering receipts into MAS. These steps, as well as the other receipt processes are explained in detail on the pages that follow.



PULL-DOWN MENUS

File
Receipts
Disbursements
PO's
Trans+Adj
Reports

Receipts
Create Cash Receipts
Edit Existing Cash Receipt
Edit List
Deposit Edit List
Post Cash Receipts
Void Cash Receipts
Official Receipts

Receiving Funds

Entering General Information

The first step in creating a receipt is to enter general information about the receipt (cash account, date, received from, etc.).

*Note: Contact auditing immediately if the cash account number is not correct.



You do not enter the total amount of the receipt here, "above the line". The system will compute the total amount by adding up the amounts credited to fund accounts as described on the following page.

Funds collected for deposit into school internal fund accounts should be turned in to the bookkeeper/secretary on a timely basis accompanied by either a Signature Sheet or a Verification of Funds form. After reconciling the funds turned in with the form, the bookkeeper/secretary may use one of two methods to post receipts:

Method 1: enter/post a receipt in MAS, print a copy, and give it to the individual who turned in the funds. This receipt copy serves as confirmation that the funds were received and posted properly to the appropriate account(s).

Method 2: enter all receipts in MAS at the end of the day, print a Cash Receipt/Deposit Edit List, verify the accuracy of receipts entered for the day with the receipts entered in MAS, then post receipts and give a copy of the official receipt to each individual who turned in the funds.

Using the mouse, point to the Receipts menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Create Cash Receipts and then release the left mouse button.

- Cash Account Number** The highlighted Cash Account Number on the Create Cash Receipts screen should be correct, (\$1111.XX) but if it is not, change it and press the <ENTER> key. *
- Date of Receipt** Type in the date of the receipt and press the <ENTER> key. The date will default to today's date or the last day of the currently open month.
- Sponsor** Optional. If you would like to identify a sponsor with the receipt, type in the sponsor's name. Otherwise, leave blank and press the <ENTER> key.
- Received from** Type in the name of the payor and press the <ENTER> key.
- Description** Type in a description for the receipt and press the <ENTER> key. The signature sheet number (SS#) must be entered first in the description field when one is used.
- Reference** Leave blank, or type the check #, "Chks" or "Cash" and press the <ENTER> key.
- Sales Tax** The highlighted tax % should be 0.00. If not, type 0.00 and press <ENTER>.
- Bank Date** Type in the date the funds will be deposited in the bank. The date will default to the day after the date of receipt and press the <ENTER> key.
- Deposit No.** Type the deposit number for the deposit date and press the <ENTER> key. The number will default to 1.
- Above Info. Correct?** If so, make sure a Y is highlighted and press <ENTER>. If not, type N, press <ENTER>, and correct it.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

CREATE CASH RECEIPTS

Current Period: 07/01/00 to 07/31/00

Cash Account Number =>1111.00
Cash Account Name =>CHECKING
Date of Receipt =>7/15/00
Sponsor =>
Received from =>LAURA JOHNSON
Description =>LIBRARY BOOK LATE FEE

Receipt No. => 128
Reference =>Cash
Sales Tax =>0.00
Bank Date =>7/16/00
Deposit No. =>1
Amount =>

Entering Account Information

After entering general information, the system will allow you to allocate receipts to many fund accounts using the lower half of the receipt screen.

Keep repeating these steps until the entire receipt is accounted for.

When all lines have been entered and validated as correct (and the system is waiting for you to enter the next line), press the <ESC> key to signal that you are finished with that receipt.

Quick Posting

You have the option of posting the receipt directly from this screen and printing a receipt. No changes may be made to the receipt once this option is chosen, nor will the receipt appear on the edit lists. The deposit date may be edited after posting.

Fund Type Type in the Account Category (1 through 8) and press the <ENTER> key.

Account Number Type in the account number and press <ENTER>. Or press the <ENTER> key without entering an account number to view a pop-up list of accounts. Highlight the one you want and press <ENTER>.

Sub Account Number Type in the sub account number and press <ENTER>. A sub account is required only if the account number entered uses sub accounts. Press the <ENTER> key without entering a sub account number to view a pop-up list of sub accounts. Highlight the one you want and press <ENTER>.

Description The sub account name will automatically be shown in this field. To change it, delete the sub account name using the <DELETE> key and then press <ENTER>. The system will then carry down the description from the summary area.

Amount Type in the amount of the receipt to be credited to this fund account and sub account and press <ENTER>.

Above Line Correct? If it is, make sure Y is highlighted and press <ENTER>. If not, type N, press <ENTER> and correct it.

Save, Abandon, Continue? Change the highlighted field to an S to save the receipt and press <ENTER>.

Post and Print Receipt? If you want to post the receipt immediately and print a copy of the receipt, type Y and press <ENTER>. Otherwise, leave N highlighted and press <ENTER>.

Show Account Balances? If you want the fund account balances on the receipt, type Y and press <ENTER>. If not leave N highlighted and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY				CREATE CASH RECEIPTS	
ANY OLD SCHOOL				Current Period: 07/01/00 to 07/31/00	
Cash Account Number	=>1111.00	Receipt No.	=>	128	
Cash Account Name	=>CHECKING	Reference	=>Cash		
Date of Receipt	=>07/15/00	Sales Tax	=>0.00		
Sponsor	=>	Bank Date	=>7/16/00		
Received from	=>LAURA JOHNSON	Deposit No.	=>1		
Description	=>LIBRARY BOOK LATE FEE	Amount	=>	5.45	

Account	Sub.	Account Name	Description	Amount	
5	2100.26	3495	MEDIA - FINES	LIBRARY BOOK LATE FEE	5.45

Next Step:
...(if posting option is not chosen)
Printing & Reviewing the Edit List

Printing And Reviewing The Cash Receipts Edit List

After entering receipts, using the mouse, point to the Receipts menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Edit List and then release the left mouse button. If there are no unposted receipts outstanding, the computer will beep and give you a message to that effect.

Is the Printer Ready? If the printer is ready, press any key and the edit list will print.

The printer will produce a report of all receipts entered to date that have not been posted to the fund and cash accounts.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CASH RECEIPTS EDIT LIST

Receipt Number	Date	Reference	Deposit	Line	Description	Account	Sub.	Account Name	Amount
125	07/01/00		07/02/00-1	1	JOHN SMITH DONATIONS	\$ 1111.00 1 0200.00	3440	CHECKING ATHLETICS - GENERAL	500.00
RECEIPT TOTAL - ->									500.00
126	07/01/00		07/02/00-1	1	KAREN DUNN SALES-FUND RAISING	\$ 1111.00 2 1000.00	3482	CHECKING BAND	38.00
RECEIPT TOTAL - ->									38.00
127	07/04/00		07/05/00-1	1	T. GALE SALES-FUND RAISING	\$ 1111.00 4 0440.00	3482	CHECKING BETA CLUB	70.00
RECEIPT TOTAL - ->									70.00
128	07/15/00		07/16/00-1	1	LINDA JOHNSON FINES	\$ 1111.00 5 2100.26	3495	CHECKING MEDIA - FINES	5.45
RECEIPT TOTAL - ->									5.45

Review the Edit List for Accuracy

Make sure that the:

- total for each receipt adds up to the amount of funds received
- fund accounts coded for each detail line are accurate
- receipts are being posted to the correct checking or savings account
- descriptions are accurate

If you need to make changes, delete detail lines, or add detail lines, proceed with these functions as explained later in this chapter. If the edit list is correct, skip to Posting Receipts. Once posted, these receipts will no longer appear on this edit list.

Next Step:

Editing and Changing Receipts
or Posting Receipts

Printing The Deposit Edit List

After entering receipts for a given deposit, using the mouse, point to the Receipts menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Deposit Edit List and then release the left mouse button. If there are no unposted receipts outstanding, the computer will beep and give you a message to that effect.

Is the Printer Ready? If the printer is ready, press any key and the edit list will print.

The printer will produce a deposit report of all receipts entered to date where at least one receipt in the deposit has not been posted to the fund and cash accounts.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

DEPOSIT EDIT LIST

<u>Account</u>	<u>Account Name</u>	<u>Deposit Date</u>	<u>Receipt Number</u>	<u>Receipt Date</u>	<u>Received of</u>	<u>Not Posted</u>	<u>Posted</u>	<u>Deposit Total</u>
\$ 1111.00	CHECKING	07/02/00-1	125	07/01/00	JOHN SMITH	500.00		500.00
			126	07/01/00	KAREN DUNN	38.00		38.00
					DEPOSIT TOTAL - ->	538.00	0.00	538.00
		07/05/00-1	127	0704/00	T. GALE	70.00		70.00
					DEPOSIT TOTAL - ->	70.00	0.00	70.00
		07/16/00-1	128	0715/00	LAURA JOHNSON	5.45		5.45
					DEPOSIT TOTAL - ->	5.45	0.00	5.45
		07/20/00-1	129	07/19/00	JOHN LANDRY	10.00		10.00
			130	07/19/00	COCA COLA	45.00		45.00
					DEPOSIT TOTAL - ->	55.00	0.00	55.00
					ACCOUNT TOTAL - ->	668.45	0.00	668.45
					GRAND TOTAL - ->	668.45	0.00	668.45

Review the Edit List for Accuracy

Make sure that the:

- total for each receipt adds up to the amount of funds received
- grand total is equal to the total amount of funds you have ready for deposit
- receipts are being posted to the correct checking or savings account
- descriptions are accurate

If you need to make changes, delete detail lines, or add detail lines, proceed with these functions as explained later in this chapter. If the edit list is correct, skip to Posting Receipts. Once posted, these receipts will no longer appear on this edit list.

Next Step:
Editing and Changing Receipts
or Posting Receipts

Editing, Deleting, & Changing Receipts

You can only edit or change receipts that you have not posted. You cannot change a receipt that has been posted to your accounts. If you wish to delete lines from or add lines to a receipt, see the next two pages.

This screen can be used to view already posted receipts, but will not allow you to make any changes to them other than the deposit date.

Next Step:
Posting Receipts

If you need to CHANGE a receipt that has NOT YET BEEN POSTED, using the mouse, point to the Receipts menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Edit Existing Cash Receipt and then release the left mouse button to proceed to the Edit Cash Receipt screen.

Receipt Number Type the receipt number that you want to change and press <ENTER>. Or press <ENTER> without entering a receipt number to view a pop-up list of receipts. Highlight the one you want and press <ENTER>.

Edit, Delete, Continue Type E and press <ENTER> to change the general receipt information. If you want to continue with detail, make sure C is highlighted and press <ENTER>. The system will display the first 11 lines of the receipt.

Add, Change, Delete, Quit Type C (change) and press <ENTER>.

Line Number to Edit Type the line number and press <ENTER>. The system will display the line you entered and allow you to make changes to it. Use the <ENTER> key to move from one field to the next.

Above Line Correct If it is, make sure the Y is highlighted and press <ENTER>. If not, type N and make the necessary changes.

Line Number to Edit When corrections have been completed, press the <ESC> key. If not, type the number of another line to edit and press <ENTER>.

Add, Change, Delete, Quit Type Q to save and leave the changed receipt, then press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

EDIT CASH RECEIPTS

Current Period: 07/01/00 to 07/31/00

Cash Account Number =>	1111.00	Receipt No. =>	1
Cash Account Name =>	Checking	Reference =>	Chk #252
Date of Receipt =>	07/05/00	Sales Tax =>	0.00
Sponsor =>		Bank Date =>	07/07/00
Received from =>	John Smith	Deposit No. =>	1
Description =>	Lost book and Field Trip	Amount =>	150.00

Line	Account	Sub.	Account Name	Description	Amount
1	5 2100.53	3495	Media - Fines	Lost Book Fine	5.00
2	6 2605.00	3440	Field Trips/Gr.5	Tallahassee Trip	135.00

<<< ALL >>>

Would you like to Add, Change, Delete lines, or Quit? (A/C/D/Q/PgUp/PgDn) =>

Deleting Lines From A Receipt

You can only delete lines from receipts that you have not posted. You cannot change a receipt that has been posted to your accounts, except for the bank (deposit) date.

If you need to DELETE detail lines from a receipt that has NOT YET BEEN POSTED, using the mouse, point to the Receipts menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Edit Existing Cash Receipt and then release the left mouse button to proceed to the Edit Cash Receipt screen.

Receipt Number Type the receipt number that you want to delete lines from and press <ENTER>. Or press the <ENTER> key without entering a receipt number to view a pop-up list of receipts. Highlight the one you want and press <ENTER>.

Edit, Delete, Cont., Re-enter To delete the entire receipt, type D and press <ENTER>. If you want to delete a portion of the receipt, make sure C is highlighted and press <ENTER>.

The system will display the first 11 lines of the receipt

Add, Change, Delete, Quit Type D to indicate you wish to delete lines and press <ENTER>.

Line Number to Delete Type the number and press <ENTER>. When deletion(s) have been completed, press the <ESC> key. If not, type the number of another line to delete and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
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EDIT CASH RECEIPTS

Current Period: 07/01/00 to 07/31/00

Cash Account Number => 1111.00

Cash Account Name => Checking

Date of Receipt => 07/05/00

Sponsor =>

Received from => John Smith

Description => Lost book and Field Trip

Receipt No. => 1

Reference => Chk #252

Bank Date => 07/07/00

Deposit No. => 1

Amount => 150.00

Line	Account	Sub.	Account Name	Description	Amount
1	5 2100.53	3498	Media - Lost Books	Lost Book Fine	15.00
2	6 2605.00	3440	Field Trips/Gr.5	Tallahassee Trip	135.00

<<< ALL >>>

Line number to delete => 2

The system will delete the line number entered. If finished deleting lines, press the <ESC> key.

Next Step:
Posting Receipts

Add, Change, Delete, Quit Type Q to save and leave the changed receipt, then press the <ENTER> key.

Adding Lines To A Receipt

If you need to ADD additional detail lines to a receipt that has NOT YET BEEN POSTED, using the mouse, point to the Receipts menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Edit Existing Cash Receipt and then release the left mouse button to proceed to the Edit Cash Receipt screen.

- Receipt Number

Type the receipt number that you want to add lines to and press the <ENTER> key. Or press <ENTER> without entering a receipt number to view a pop-up list of receipts. Highlight the one you want and press <ENTER>.
- Edit, Delete, Cont., Re-enter

Make sure C is highlighted and press the <ENTER> key.

The system will display the first 11 lines of the receipt
- Add, Change, Delete, Quit

Type A and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY				EDIT CASH RECEIPTS	
ANY OLD SCHOOL				Current Period: 07/01/00 to 07/31/00	
Cash Account Number => 1111.00			Receipt No. => 2		
Cash Account Name => Checking			Reference =>Cash		
Date of Receipt => 07/12/00			Deposit Date =>07/13/00		
Received of => Sue Jones			Deposit No. => 1		
Description => Book Fine			Amount => 1.50		
Line	Account	Sub.	Account Name	Description	Amount
1	5 2100.26	3495	Media - Fines	Library Fine	1.50
Would you like to Add, Change, Delete lines or Quit? (A/C/D/Q/PgUp/PgDn):					

If you press the <ENTER> key without entering a fund type or account number, you will get the pop-up list of funds/accounts. Highlight the one you want and press the <ENTER> key.

When all lines have been entered and validated as correct (and the system is waiting for you to enter the next line), press the <ESC> key to signal that you are finished with that receipt.

Next Step:
Posting Receipts

- Fund Type

Type in an Account Category (1 through 8) and press <ENTER>.
- Account Number

Type in the Account Number.
- Sub Account Number

Type in the Sub Account Number.
- Description

The sub account name will automatically be shown in this field. To change it, delete the sub account name using the <DELETE> key and then press <ENTER>. The system will then carry down the description from the summary area.
- Amount

Type in the amount of the receipt to be credited to this fund account and press <ENTER>.
- Above Line Correct?

If it is, make sure the Y is highlighted and press <ENTER>. When finished entering detail lines, press <ESC>.
- Save, Abandon, Continue?

Change the highlighted field to an S to save the receipt and press <ENTER>.
- Add, Change, Delete, Quit

Type Q to save and leave the changed receipt, then press <ENTER>.

Posting Receipts

Do not post receipts until you have reviewed them and have made any changes, deletions or additions. Once you have posted receipts, you will not be able to change them. Keep a copy of the Edit List as backup for the bank deposit.

To POST a receipts. Using the mouse, point to the Receipts menu. Press and hold the left mouse button down while sliding the mouse to select/highlight Post Cash Receipts. You will be given three options for posting cash receipts: 1) Current Period, 2) Date of Receipt, or 3) Receipts Number. Select/highlight Current Period and then release the left mouse button.

The system will list all the unposted receipts for the period.

Post These Receipts? Since you have reviewed and approved the Edit Listing, change the highlighted field to a Y and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
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POST ALL CASH RECEIPTS
Current Period: 07/01/00 to 07/31/00

Receipt No	Date	Received of	Description	Amount
2	07/12/00	Sue Jones	Bookfair	150.00

POSTING RECEIPT 2

Posting to Account =>5 2100.05
Total Posted => 150.00

<<< A L L >>>

Do you want to post these receipts? (Y/N => Y

Ideally, receipts should be entered into MAS as funds are received and posted in batches corresponding to (and equal to) each bank deposit.

Print These Receipts? Make sure Y is highlighted and that paper is in the printer, then press <ENTER>.

Show Account Balances? If you want the fund account balances on the receipts, type Y and press <ENTER>. If not, leave N highlighted and press <ENTER>.

Next Step
Deposit Receipts in Bank

Voiding Receipts

Receipts may be voided once they have been posted. However, there are only two acceptable reasons for voiding a receipt. (1) The receipt is a duplicate, or (2) the receipt was written for the wrong amount. And the error was detected BEFORE the money was taken to the bank. Although entering a reason is optional in MAS, the Internal Funds policies require that the reason be stated. If a receipt is posted to the wrong account and/or the error in the amount is detected AFTER the deposit is taken to the bank, an adjustment shall be used for the correction.

To VOID a receipt. Using the mouse, point to the Receipts menu. Press and hold the left mouse button down while sliding the mouse to select/highlight Void Cash Receipts and then release the left mouse button.

Receipt Number to Void Enter the number of the receipt that you wish to void. Or press the <ENTER> key without entering a receipt number to view a pop-up list of receipts. Highlight the one you want and press <ENTER>.

Reason for Void Type a description of the reason the receipt is being voided and press <ENTER>.

Above Info. Correct? If the receipt number entered is the one you wish to void, type Y and press <ENTER>. If the receipt displayed is not the one you wish to void, type N and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

VOID CASH RECEIPTS

Current Period: 07/01/00 to 07/31/00

Cash Account Number => 1111.00

Receipt No.=> 3

Cash Account Name => Checking

Reference =>

Date of Receipt => 07/15/00

Amount => 12.50

Sponsor =>

Received from => John Smith

Description => Picture Money

Void Date => 07/15/00

Reason for Void => Duplicate Receipt

Carefully view this screen and the corresponding information for the receipt. Once you complete this step, the receipt will be voided permanently.

Printing Receipts

There are three ways to print receipts. Two of these have been discussed previously in the Entering Account Information section and in the Posting Receipts section.

To PRINT a receipt. Using the mouse, point to the Receipts menu. Press and hold the left mouse button down while sliding the mouse to select/highlight Official Receipts and then release the left mouse button.

Select by Date or Number? Type D and press <ENTER> to have the report sorted by receipt date or type N and press <ENTER> to have the report sorted by receipt number.

Date or Number Range Enter the beginning date or receipt number you wish to print. Or press the <ENTER> key without entering a receipt number to view a pop-up list of receipts. Highlight the one you want and press <ENTER>.

Is information correct? If the information is correct, select Y and press enter. If the information is not correct, select N and re-enter the data.

Show Account Balances? If you want the fund account balances on the receipts, type Y and press <ENTER>. If not, leave N highlighted and press <ENTER>.

Printer Ready? If the printer is ready, press any key to print the voucher.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

PRINT CASH RECEIPT
Current Period: 07/01/00 to 07/31/00

Select receipts by receipt date or receipt number order? (D/N)=>D

Date Range of Receipts

Include receipts dated from => 07/01/00
through => 07/31/00

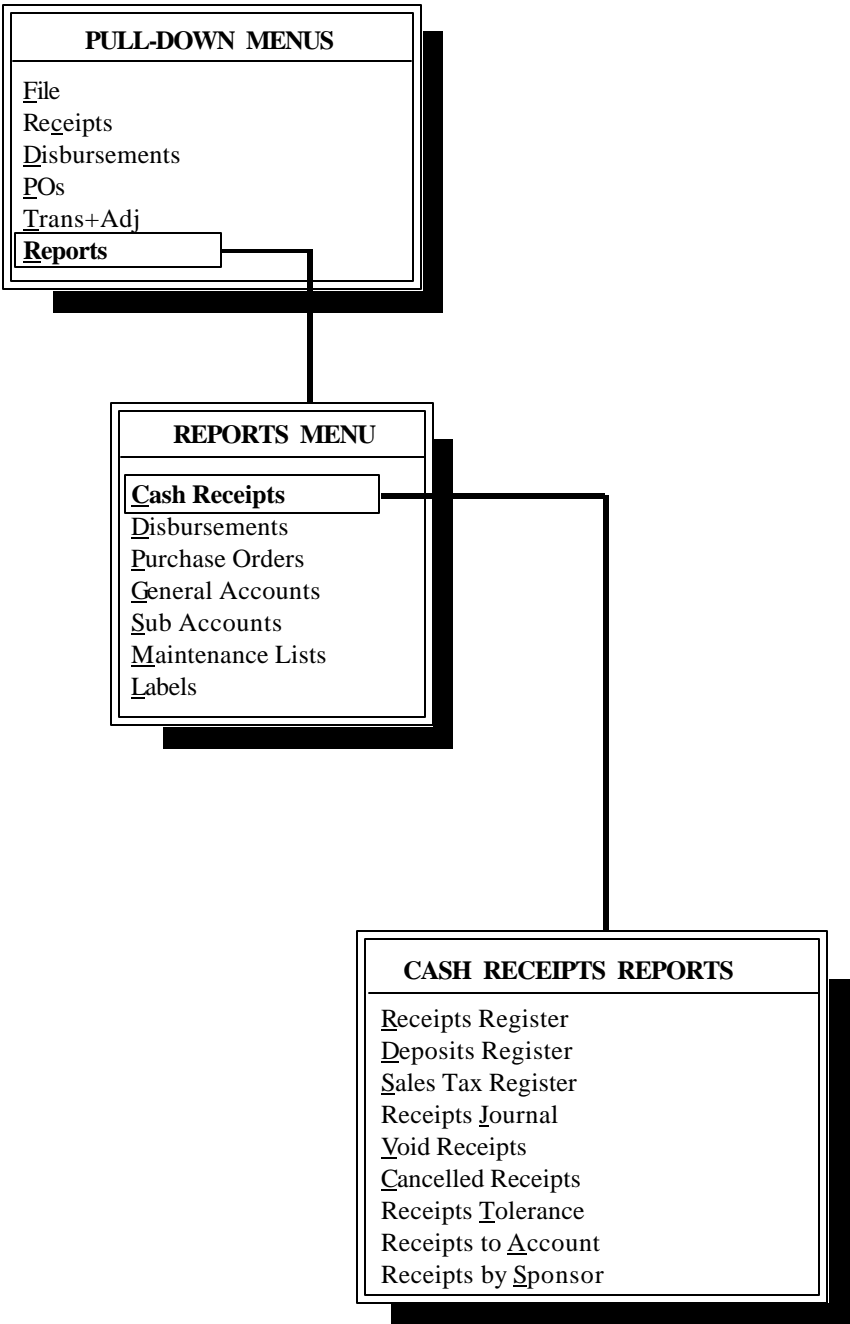
Is the above information correct? (Y/N) =>Y

Do you want to show account balances? (Y/N) =>Y

Receipt Reports

There are 9 different reports for viewing receipt information. They are all accessible from the Cash Receipts Reports menu.

The Receipts Register, Deposits Register, Sales Tax Register, Receipts Journal, Void Receipts, and Cancelled Receipts, Tolerance Account, and By Sponsor reports will each be discussed in the pages that follow.



Printing The Receipts Register

The Receipts Register is a chronological listing of receipts that have been posted for a user-specified period of time.

The register is useful when reconciling savings/checking accounts to bank statements.

* If account \$ 1111.00 does not automatically appear in this field, contact Auditing for assistance.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Receipts Register selection and then release the left mouse button.

- Select by Date or Number** Type D and press <ENTER> to have the report sorted by receipt date or type N and press <ENTER> to have the report sorted by receipt number.
- Cash Account** The cash account number, \$ 1111.00, should automatically appear in this field. If it does not*, enter this account number. DO NOT use another account number in this field.
- From Rec. Date/Number** Enter the starting date/receipt number for the report and press the <ENTER> key. All receipts dated/numbered on or after this date/number will be printed.
- Through Rec. Date/Number** Enter the ending date/receipt number for the report and press <ENTER>. All receipts dated/numbered on or before this date/number will be printed.
- Above Info. Correct?** If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).
- Display or Print Report?** To print the report on your printer, make sure P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
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CASH RECEIPTS REGISTER
Current Period: 07/01/00 to 07/31/00

Select by receipt Date or receipt Number? (D/N)=> D Receipt Date Order
Cash Account =>1111.00 Checking
From Receipt Date =>07/01/00
Through Receipt Date =>07/31/00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CASH RECEIPTS REGISTER

For Receipts Deposited to Cash Account \$ 1111.00 Checking Numbered Between 125 and 130

Receipt No	Date	Received of	Reference	Dep Date	No. Voided	Amount	Reason for Void
125	07/01/00	JOHN SMITH		07/02/00	1	500.00	
126	07/01/00	KAREN DUNN		07/02/00	1	38.00	
127	07/04/00	T. GALE		07/05/00	1	70.00	
128	07/15/00	LAURA JOHNSON		07/16/00	1	5.45	
129	07/19/00	JOHN LANDRY		07/20/00	1	10.00	
130	07/19/00	COCA COLA		07/20/00	1	07/19/00 *****VOID*****	DUPLICATE POSTING
TOTAL - ->						<u>623.45</u>	

Printing The Deposit Register

The Deposit Register is a listing of deposits and their associated receipts during a user-specified period of time.

This report is useful when trying to determine the frequency of deposits and the receipts associated with each deposit.

* If account \$ 1111.00 does not automatically appear in this field, contact Auditing for assistance.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Deposits Register selection and then release the left mouse button.

Cash Account The cash account number, \$ 1111.00, should automatically appear in this field. If it does not*, enter this account number. Do Not use another account number in this field.

Deposits from Enter the starting date for the report and press <ENTER>. All deposits on or after this date will be printed.

to Enter the ending date for the report and press <ENTER>. All deposits on or before this date will be printed.

Days Tolerance Enter the number of days between deposits to be reported.

Above Info. Correct? If so, make sure Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

DEPOSIT REPORT

Current Period: 07/01/00 to 07/31/00

Cash Account =>1111.00 CHECKING

Deposits From =>07/01/00
 To =>07/31/00

Days Tolerance => 5

Is the above information correct? (Y/N)=>Y

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

DEPOSIT REPORT

For Deposits Made to Cash Account \$ 1111.00 CHECKING Between 07/01/00 AND 07/31/00

Deposit Date	Receipt Number	Date	Received of	Amount	Day of Week	Days	Tolerance Graph
07/03/00-1	125	07/03/00	JOHN SMITH	500.00	MON	1-	
07/04/00-1	126	07/03/00	KAREN DUNN	38.00	MON	1-	
	131	07/03/00	COCA COLA	45.00	MON	1-	
DEPOSIT TOTAL				- -> 583.00			
07/05/00-1	127	07/04/00	T. GALE	70.00	TUES	1-	
DEPOSIT TOTAL				- -> 70.00			
07/18/00-1	128	07/17/00	LAURA JOHNSON	5.45	MON	1-	
DEPOSIT TOTAL				- -> 5.45			
07/20/00-1	129	07/19/00	JOHN LANDRY	10.00	WED	1-	
	130	07/19/00	COCA COLA	45.00	WED	1-	
DEPOSIT TOTAL				- -> 55.00			
* LESS VOIDS				- -> 45.00			
NET DEPOSIT				- -> 10.00			
GROSS TOTAL				- -> 713.45			
* LESS TOTAL VOIDS				- -> 45.00			
TOTAL NET DEPOSIT				- -> 668.45			

Day of Week	Number of Receipts	Average Days	Number of Exceptions	Average Days	Number of Tolerance	Average Days
SUNDAY	0	0.00	0	0.00	0	1.00
MONDAY	4	1.00	0	0.00	4	1.00
TUESDAY	1	1.00	0	0.00	1	0.00
WEDNESDAY	2	1.00	0	0.00	2	0.00
THURSDAY	0	0.00	0	0.00	0	1.00
FRIDAY	0	0.00	0	0.00	0	0.00
SATURDAY	0	0.00	0	0.00	0	0.00
	7	1.00	0	0.00	7	1.00

Printing The Sales Tax Register

The Sales Tax Register report lists all the receipts made during a specified period and breaks down the receipts by taxable and non-taxable revenue.

This report is helpful when determining how much tax has been collected from the schools taxable income during the year.

If account number \$ 1111.00 does not automatically appear in this area, contact Auditing for assistance.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Sales Tax Register selection and then release the left mouse button.

Cash Account The cash account number, \$ 1111.00, should automatically appear in this field. If it does not*, enter this account number. DO NOT use another account number in this field.

From Receipt Date Enter the starting date for the report and press <ENTER>. All receipts made on or after this date will be printed.

Through Receipt Date Enter the ending date for the report and press <ENTER>. All receipts made on or before this date will be printed.

Above Info. Correct? If so, make sure Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

SALES TAX REGISTER

Current Period 07/01/00 to 07/31/00

Cash Account ==>1111.00 CHECKING
From Receipt Date ==>08/01/00
Through Receipt Date ==>08/31/00

Is the above information correct? (Y/N)=>Y

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

SALES TAX REGISTER

For Receipts Deposited to Cash Account \$ -1111.00 CHECKING Between 08/01/00 and 08/31/00

<u>Date</u>	<u>Receipt No</u>	<u>Received of</u>	<u>Non-Taxable</u>	<u>Taxable</u>	<u>Total Revenues</u>	<u>Tax Collected</u>	<u>Total Receipt</u>
08/01/00	135	STUDENTS	126.17		126.17	0.00	126.17
08/01/00	136	VOIDED ON 08/01/00					
08/01/00	137	KATHY HART	210.00		210.00	0.00	210.00
08/01/00	139	SCHOOL STORE		27.91	27.91	2.09	30.00
08/05/00	138	SCHOOL STORE	32.25		32.25	0.00	32.25
TOTALS - ->			368.42	27.91	396.33	2.09	398.42

Printing The Receipts Journal

The Receipts Journal is a listing of receipts by cash account (checking/savings etc.) that have been posted for a user-specified period of time. The journal is useful when trying to determine whether and when specific receipts were posted.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Recceipts Journal selection and then release the left mouse button.

For transactions between Enter the starting date for the report and press the <ENTER> key. All receipts dated on or after this date will be printed.

and Enter the ending date for the report and press the <ENTER> key. All receipts dated on or before this date will be printed.

Sort by Date or Number Type D and press <ENTER> to have the report sorted by receipt date or type N and press <ENTER> to have the report sorted by receipt number.

Above Info. Correct? If so, make sure a Y is highlighted and press the <ENTER> key. If not, press the <ESC> key and make the necessary correction(s).

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

CASH RECEIPTS JOURNAL
Current Period: 07/01/00 to 07/31/00

For Transactions between =>07/01/00
and =>07/31/00

Sort by cash receipt Number or Date of transaction? (N/D) =>D

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CASH RECEIPTS JOURNAL

From 07/01/00 to 07/31/00 by Cash Receipt Number

Cash AC	Receipt No	Date	Received of	Account Sub	Description	Amount	Receipt Total
1111.00	125	07/01/00	JOHN SMITH	7 0545.00 3440	DONATIONS	500.00	500.00
1111.00	126	07/01/00	KAREN DUNN	2 1000.80 3482	SALES-FUND RAISING	38.00	38.00
1111.00	127	07/04/00	T. GALE	2 1000.80 3482	SALES-FUND RAISING	70.00	70.00
1111.00	128	07/15/00	LAURA JOHNSON	5 2100.27 3495	FINES	5.45	5.45
1111.00	129	07/19/00	JOHN LANDRY	4 2100.00 3495	DUES COLLECTED	10.00	10.00
1111.00	130	07/19/00	COCA COLA	7 0550.13 3495	VENDING COMMISSIONS	45.00	45.00
1111.00	130	07/19/00	COCA COLA	7 0550.13 3495	VENDING COMMISSIONS	(45.00)	(45.00)
1111.00	131	07/01/00	COCA COLA	7 0550.13 3495	VENDING COMMISSIONS	45.00	45.00

TOTAL CASH RECEIPTS --> 668.45

Printing The Voided Receipts Report

The Voided Receipts report is a listing of receipts that have been voided during a user-specified period of time.

* If account number \$ 1111.00 does not automatically appear in this area, contact Auditing for assistance.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Voided Receipts selection and then release the left mouse button.

Cash Account The cash account number, \$ 1111.00, should automatically appear in this field. If it does not*, enter this account number. DO NOT use another account number in this field.

Receipts voided from Enter the starting date for the report and press <ENTER>. All receipts voided on or after this date will be printed.

to Enter the ending date for the report and press <ENTER>. All receipts voided on or before this date will be printed.

Above Info. Correct? If so, make sure Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).

Display or Print Report? To print the report, make sure P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

VOIDED CASH RECEIPTS

Current Period: 07/01/00 to 07/31/00

Cash Account ==>1111.00 CHECKING
Receipts Voided From ==>07/01/00
To ==>07/31/00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

VOIDED CASH RECEIPTS

From Cash Account \$ -1111.00 CHECKING Cash Receipts Voided between 07/01/00 and 07/31/00

Receipt No	Date	Vd Date	Received of	Amount	Reason for Void
130	07/19/00	07/19/00	COCA COLA	45.00	DUPLICATE POSTING
Total -->				45.00	

Printing The Cancelled Receipts Report

The Cancelled Receipts report is a listing of receipts that have been abandoned or discarded before being posted during a user specified period of time.

This report is useful when trying to find receipts that were not posted or were otherwise "lost."

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Cancelled Receipts selection and then release the left mouse button.

Receipts dated between Enter the starting date for the report and press <ENTER>. All receipts cancelled on or after this date will be printed.

and Enter the ending date for the report and press <ENTER>. All receipts cancelled on or before this date will be printed.

Above Info. Correct? If so, make sure Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

CANCELLED RECEIPTS

Current Period 07/01/00 to 07/31/00

Receipts dated between =>07/01/00
and =>07/31/00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CANCELLED RECEIPTS

Cash AC	Date	Receipt No	Received of	Description	Amount
1111.00	07/01/00	125	JOHN SMITH	DONATION	0.00
1111.00	07/01/00	126	KAREN DOLE	CANDY SALE	0.00
1111.00	07/15/00	129	JAN CLARK	FACULTY DUES	0.00
Total -->					0.00

Printing The Tolerance Report

The Receipts Tolerance report is a numerical listing of all receipts collected that are equal to or greater than a user specific dollar amount (tolerance).

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Receipts Tolerance selection and then release the left mouse button.

Cash Account Type the number of the cash (checking) account to print the report and press <ENTER>. Leave this field blank if you want to include all accounts in your report.

Amount or Number? To list receipts numerically by cash receipt number make sure N is highlighted and press <ENTER>. To list receipts by the amount of the receipt, make sure A is highlighted and press <ENTER>.

Tolerance Level Enter the cut off for the report. Only receipts collected for an amount equal to or exceeding this amount will be printed.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).

Display or Print Report? To print the report, make sure P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

EDIT CASH RECEIPTS

Current Period: 07/01/00 to 07/31/00

CASH RECEIPT TOLERANCE

Cash Account (blank for all) => 1111.00 CHECKING
Report by Amount or Number (A/N) => NUMBER
Tolerance Level => 50.00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready - press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CASH RECEIPTS TOLERANCE

For Receipts Deposited to Cash Account \$ -1111.00 CHECKING of 50.00 or Greater

<u>Receipt No</u>	<u>Date</u>	<u>Account</u>	<u>Received of</u>	<u>Dep Date</u>	<u>No.</u>	<u>Amount</u>	<u>Voided</u>	<u>Reason for Void</u>
125	07/01/00	\$ 1111.00	JOHN SMITH	07/02/00	1	500.00		
127	07/04/00	\$ 1111.00	T. GALE	07/05/00	1	70.00		
135	08/01/00	\$ 1111.00	STUDENTS	08/02/00	1	126.17		
Gross Cash Receipts Total -->						696.17		
Less Voided Cash Receipts -->						0.00		
Net Cash Receipts -->						<u>696.17</u>		

Printing Receipts By Account

The Cash Receipt by Account report is a list of receipts posted to each account within a range of accounts.

This report is useful for viewing all collections within a range of accounts and/or a specific account.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Receipts by Account selection and then release the left mouse button.

Include Accounts From Enter the fund (1-8) and 4-digit account number that you wish to begin the report with, and press <ENTER>.

To Enter the fund (1-8) and 4-digit account number that you wish to end the report with, and press <ENTER>.

Above Info. Correct? If so, make sure Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

EDIT CASH RECEIPTS

Current Period: 07/01/00 to 07/31/00

CASH RECEIPTS BY ACCOUNT

Include Accounts From => 1 0750.80 BASKETBALL - BOYS
To => 1 0850.80 BASKETBALL - GIRLS

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CASH RECEIPTS BY ACCOUNT

For Receipts Posted to Accounts From 1-0750.80 To 1-0850.80

Account	Account Name	Receipt No	Date	Description	Amount
1 0750.80	BASKETBALL - BOYS	133	07/29/00	MICHAEL COOPER-SALES-FUND RAISING	30.00
TOTALS FOR ACCOUNT 1-0750.80, BASKETBALL - BOYS -->					30.00
1 0850.80	BASKETBALL - GIRLS	132	07/28/00	DONNA BROWN-SALES-FUND RAISING	22.00
TOTALS FOR ACCOUNT 1-0850.80, BASKETBALL - GIRLS -->					22.00
GRAND TOTAL FOR ALL ACCOUNTS -->					52.00

Printing Receipts By Sponsor

The Cash Receipts by Sponsor report is a list of receipts by sponsor to accounts.

This report can be helpful in tracking the activity of each sponsor.

Using the mouse, point to the Reports menu. Press the left mouse button and hold it down while sliding the mouse to select/highlight Cash Receipts. Continue holding down the left mouse button, slide the mouse to the right to select/highlight the Receipts by Sponsor selection and then release the left mouse button.

Sponsor Enter the name of the sponsor to be included in the report. You can get a pop-up list of the current sponsors by pressing the <F4> key.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key and make the necessary correction(s).

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

CASH RECEIPTS SPONSOR

Current Period: 07/01/00 to 07/31/00

SPONSOR => HART KATHY HART

Is the above Information Correct? (Y/N) => Y

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

CASH RECEIPTS BY SPONSOR

For Sponsor: HART KATHY HART

Account	Account Name	Receipt No	Date	Sub	Description	Amount
2 1000.80	BAND	157	08/01/00	3482	SALES-FUND RAISING	210.00
TOTALS FOR ACCOUNT 2-1000.80, BAND - ->						210.00
GRAND TOTAL FOR ALL ACCOUNTS - ->						210.00

CHAPTER 4

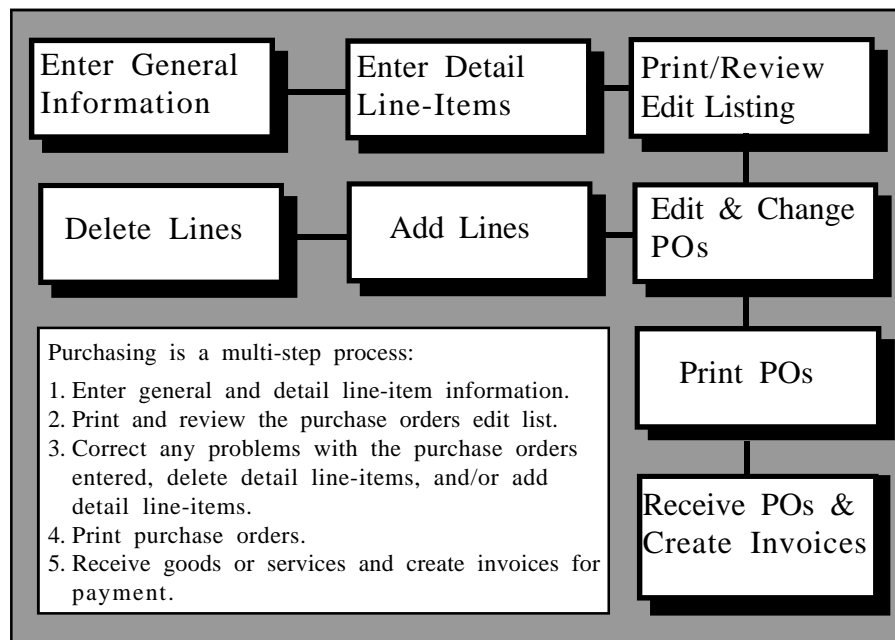
PURCHASE ORDERS

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The Purchase Orders portion of MAS includes everything needed to prepare, print, receive and invoice school purchase orders. Upon receipt of orders, purchase orders (POs) can automatically be converted to invoices for payment. In addition to printing and processing purchase orders, there are reports that track the status of purchase orders. Also, as purchase orders are entered, encumbrances are entered in the various accounts cited. For example, a \$300 purchase made from the General Administration account will decrease the available balance in that account by \$300.

This chapter will explain the purchasing features included in MAS.



PULL-DOWN MENUS

File
Receipts
Disbursements
POs
Trans+ Adj
Reports

POs

Create New Purchase Order
Edit Existing Purchase Order
Edit List
Print Purchase Orders
Receive Items Ordered
Convert to Vendor Invoices

From the Purchase Orders menu, you can enter new purchase orders, edit unprinted purchase orders, print out a listing of all entered but not printed purchase orders, print purchase orders, items received against purchase orders and invoice purchase orders.

Creating A PO

Generating purchase orders is a multi-step process. The first step is to enter general information about the purchase to be made.

Vendors

If the desired vendor is not established, type a new vendor alpha/ID in the Vendor ID field. Then follow the steps for adding vendors in the Adding Vendors section previously discussed in this manual (page 4-17). After adding the vendor, the system will bring you back to the Enter Purchase Orders screen.

Priority Level

When the PO is received and ready for payment, priority 1 automatically selects the invoice for payment. Priority 1 invoices do not have to be selected for payment (as explained in the next chapter) before printing checks. We recommend use of priority 2. These invoices do have to be selected for payment.

Sales Tax

This sales tax field does not cause sales tax to be included. You will later be asked to identify the purchase as taxable or non-taxable. Leave this field blank.

Next Step:

Entering Account Information

Using the mouse, point to the PO's menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Create New Purchase Order and then release the mouse button.

- Vendor ID** Enter the 5 character vendor ID. To get a list of existing vendors, leave the field blank and press <ENTER>.
- PO Date** Type in the date of the purchase order and press <ENTER>.
- Discount Percent** Enter the discount amount or press <ENTER> to leave it blank.
- Discount Days** Enter the number of days you have to receive an early payment discount or press <ENTER> to leave it blank. NOTE: This line is skipped if no discount percent is entered.
- Net Days** Enter the net due days or press <ENTER> to leave it blank.
- Ship Via** This will default to "Best Way." If you would like to enter another shipping method, enter the abbreviation (Mail, UPS, Fed-Ex, etc.) and press <ENTER>.
- Cash Account** Enter the number of the checking account that you will pay the purchase order from and press <ENTER>. The checking account number should be automatically default in this field. If not, contact auditing immediately.
- Priority Level** Type a number between 1 and 9 (1=highest priority and 9=lowest priority) and press <ENTER>. Refer to priority level note on the left side of this page.
- Tax** When/if sales taxable items are purchased leave this field blank. Include the sales tax due as a separate line item on the PO. Also, when taxable items are purchased, cross out the sales tax exemption number on the PO.
- Sponsor** Enter the name of the sponsor involved or press <ENTER> to leave it blank.
- Date Required** Enter the date you need the order and press <ENTER>.
- Above Info. Correct?** If so, make sure a Y is highlighted and press <ENTER>. If not, type N, press <ENTER>, make corrections and then appropriately answer this question to complete the PO.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PINELLAS COUNTY SCHOOLS

ANY OLD SCHOOL #1234

ENTER PURCHASE ORDERS

Current Period: 10/01/00 to 10/31/00

PO Number : 35 Vendor ID : EAMS PO Date : 10/15/00

EAM'S CLUB Discount Percent : 0.00

12345 ANY STREET N Discount Days : Net Days : 30

ANYTOWN FL 33709 Ship Via : BEST WAY

Cash Account : 1111.00 CHECKING PO Total :

Sponsor : Priority Level : Tax : 0.00

Quantity Item Code Item Description UM Cost Ext Cost

Creating A PO (Continued)

Once the top portion of the purchase order is completed, the ordering information is then entered on the bottom section of the screen ("below the line"). Enter the appropriate information for the purchase. Continue this process until all the items to be purchased have been entered. When all lines have been entered and validated as correct (and the system is waiting for you to enter the next line), press the <ESC> key to signal that you are finished with that purchase order.



Sales Taxable

If you selected zero as the sales tax rate on the previous screen, this field will be automatically filled in by the computer. As noted on page 4-2, leave the tax rate 0.00.

Next Step:

Printing & Reviewing the Edit List

Quantity	Enter the number of units of the item you wish to order and press <ENTER>.
Item Code	Enter the vendors item code or catalog number for the item and press <ENTER>. If there is no vendor item number, leave this field blank and press <ENTER>.
Description	Type the description for this item and press <ENTER>.
UM (Unit of Measure)	Enter a 2 digit abbreviation for the unit of measure (EA for each, BX for box, CT for carton, etc.) and press <ENTER>.
Cost	Enter the unit price and press <ENTER>.
Extended Cost	This will be calculated by the computer.
Allocate to Account	Enter the account type (1 - 8) and the account number and press <ENTER>.
Sub Account	Enter the 4 digit sub account number and press <ENTER>.
Above Info. Correct?	If it is, type Y and press <ENTER>. If it is not, type N, make the necessary correction(s) per screen prompts and continue.
Save, Abandon or Cancel?	Change the highlighted field to an S to save the purchase order and press <ENTER>.
Receive PO?	If you wish to receive the PO, type Y and press <ENTER>. You will be taken to the receive PO screen. If you do not wish to receive the PO, select N and press <ENTER>.

Printing And Reviewing The Edit List

After entering purchase orders and before printing purchase orders, it is recommended that you print an edit list. Using the mouse, point to the PO's menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Edit List and then release the mouse button. If there are no purchase orders that have not been printed, the computer will beep and give you a message to that effect.

Is the Printer Ready? If the printer is ready, press any key and the edit list will print.

PINELLAS COUNTY SCHOOLS ANY OLD SCHOOL #1234									
PURCHASE ORDERS EDIT LIST									
PO Number	Vendor	PO Date	Req Date	Quantity	Item Code	Items Description	UM	Cost Per Unit	Extended Cost
27	PCSB	03/29/00	03/29/00						
	Pinellas County Schools			1.00	WIDGETS	SUPREME WIDGETS	EA	50.00	50.00
	Allocate to Account ==>	6 0050.70	0510 PARKER CLASS ADOPTION		SUPPLIES				
				1.00	WIDGETS	BRANDBOF WIDGETS	EA	30.00	30.00
	Allocate to Account ==>	6 0050.70	0510 PARKER CLASS ADOPTION		SUPPLIES				
PO TOTAL								==>	85.60
31	SAMS	08/15/00	08/15/00						
	SAM'S CLUB			1.00	XVF	TEST ONLY	EA	5.00	5.00
	Allocate to Account ==>	7 0350.00	0310 GENERAL ADMINISTRATION		PROFESSIONAL/TECHNICAL	SVCS			
PO TOTAL								==>	5.00
GRAND TOTAL								==>	90.60

Review the Edit List for Accuracy



The printer will produce a report of all purchase orders entered to date that have not yet been printed.

Make sure that the:

- quantities ordered, item codes, and cost (unit prices) are correct
- fund accounts and sub-accounts coded for each detail line are accurate
- descriptions of items are accurate both for the vendor and for the school records.

If you need to make changes, delete detail lines, or add detail lines, proceed to these functions discussed later in this chapter (4-5 through 4-9). If the edit list is correct, skip to Printing Purchase Orders (4-10). Once printed, these purchase orders will no longer be "tentative purchase orders", nor will they appear on the edit list.

NOTE: After the purchase order has been sent to the vendor, editing may not be done to the purchase order. Changes may only be made on the receiving screen or (once the PO has been invoiced) in the Edit Invoice screen.

Next Step:
Editing & Changing Purchase
Orders or Printing Purchase
Orders

Editing POs

Remember: Once a PO has been printed, approved, and sent to the vendor, it cannot be changed. Changes, which must be made at that point, should be made when Receiving the PO or (once the PO has been invoiced) in the Edit Invoice Screen.

Using the mouse, point to the POs menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Edit Existing Purchase Order and then release the mouse button.

Purchase Order Number Enter the number of the purchase order you wish to change. If you press <ENTER> without entering a PO number, the list of PO numbers will pop up. Highlight the one you want and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PINELLAS COUNTY SCHOOLS EDIT PURCHASE ORDERS

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00

SAM'S CLUB Discount Percent : 0.00

12345 ANY STREET N Discount Days : 0 Net Days : 30

ANYTOWN FL 33709 Ship Via : BEST WAY

Cash Account : 1111.00 CHECKING PO Total : 229.98

Sponsor : Priority Level : 2 Tax : 0.00

Date Required : 10/20/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
------	----------	-----------	------------------	----	------	----------

If you wish to delete lines from or add lines to a purchase order, see the next two pages.

Edit, Void, or Continue Type E and press <ENTER> to change any general PO information. Type C and press <ENTER> to display the body of the PO. The system will display the first 4 lines of the PO. Follow the screen prompts.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PINELLAS COUNTY SCHOOLS EDIT PURCHASE ORDERS

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00

SAM'S CLUB Discount Percent : 0.00

12345 ANY STREET N Discount Days : Net Days : 30

ANYTOWN FL 33709 Ship Via : BEST WAY

Cash Account : 1111.00 CHECKING PO Total : 229.98

Sponsor : Priority Level : 2 Tax : 0.00

Date Required : 10/20/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
1	1.00	XVY12MOTOROLA	MICROWAVE OVEN	EA	150.00	150.00
		Allocate to Account	: 7 0550.10 0510 VENDING:TEACHER'S LOU			0.00
2	2.00	YQUMCOFFEE	COFFEE MAKER	EA	39.99	79.98
		Allocate to Account	: 7 0550.10 0510 VENDING:TEACHER'S LOU			0.00

000 A L L

Would you like to Add, Change, Delete lines, or Quit? (A/C/D/Q/PgUp/PgDn)

Steps continued on next page.

Add, Change, Delete, Quit Type C and press <ENTER>.

Editing POs (Continued)

Line Number to Edit Type the number and press <ENTER>. The system will display the line you entered and allow you to make changes to it. Use the <ENTER> key to move from one field to the next.

```

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
EDIT PURCHASE ORDERS

PO Number : 34 Vendor ID :SAMS PO Date :10/15/00
SAM'S CLUB Discount Percent : 0.00
12345 ANY STREET N Discount Days : Net Days :30
ANYTOWN FL 33709 Ship Via :BEST WAY
Cash Account :1111.00 CHECKING PO Total : 229.97
Sponsor : Priority Level :2 Tax : 0.00
Date Required :10/20/00

Line Quantity Item Code Item Description UM Cost Ext Cost
1 1.00 XFY12MOTOROLA MICROWAVE OVEN EA 150.00 150.00
Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU 0.00
2 2.00 YQUMCOFFEE COFFEE MAKER EA 39.99 79.98
Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU 0.00

000 A L L
1 1.00 XFY12MOTOROLA MICROWAVE OVEN EA 149.99 149.99
Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU 0.00
Is the above line correct? (Y/N) :Y
  
```

Edit Made to PO 32:

Line 1 was changed in the cost field. The price was changed from 150.00 to 149.99. Please review the screen print above to note the change. After question is answered with a Y, the new information will be reflected on the screen.

Above Line Correct If it is, make sure the Y is highlighted and press <ENTER>. Follow this process until all lines are corrected.

Line Number to Edit If through changing lines, press the <ESC> key. If not, type the number of another line to edit and press <ENTER>.

Add, Change, Delete, Quit Type Q and press <ENTER> to save and leave the changed purchase order.

To edit another PO, type in the PO number. If no other edits are needed, press <ESC> to return to the POs menu.

Next Step:

Printing Purchase Orders

Deleting Lines From POs

You can only delete lines from POs that you have not already received and invoiced. You cannot change a PO that has been printed and posted to your accounts.

Do not try to delete a PO by deleting all of its detail lines. Instead, see the section on voiding POs (4-12).

Using the mouse, point to the POs menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Edit Existing Purchase Order and then release the mouse button.

Purchase Order Number Enter the number of the purchase order you wish to change. If you press <ENTER> without entering a purchase order number, the list of purchase order numbers will pop up. Highlight the one you want and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
 PINELLAS COUNTY SCHOOLS
 ANY OLD SCHOOL #1234

EDIT PURCHASE ORDERS
 Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00
 SAM'S CLUB Discount Percent : 0.00
 12345 ANY STREET N Discount Days : 0 Net Days : 30
 ANYTOWN FL 33709 Ship Via : BEST WAY
 Cash Account : 1111.00 CHECKING PO Total : 229.97
 Sponsor : Priority Level : 2 Tax : 0.00
 Date Required : 10/20/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
1	1.00	XVY12MOTOROLA	MICROWAVE OVEN	EA	149.99	149.99
		Allocate to Account	:7 0550.10 0510 VENDING:TEACHER'S LOU			0.00
2	2.00	VQAMCOFFEE	COFFEE MAKER	EA	39.99	79.98
		Allocate to Account	:7 0550.10 0510 VENDING:TEACHER'S LOU			0.00

Edit, Void, or Continue Type E and press <ENTER> to change any general PO information. Type C and press <ENTER> to display the body of the PO. The system will display the first 4 lines of the PO. Follow the screen prompts.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
 PINELLAS COUNTY SCHOOLS
 ANY OLD SCHOOL #1234

EDIT PURCHASE ORDERS
 Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00
 SAM'S CLUB Discount Percent : 0.00
 12345 ANY STREET N Discount Days : 0 Net Days : 30
 ANYTOWN FL 33709 Ship Via : BEST WAY
 Cash Account : 1111.00 CHECKING PO Total : 229.97
 Sponsor : Priority Level : 2 Tax : 0.00
 Date Required : 10/20/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
1	1.00	XVY12MOTOROLA	MICROWAVE OVEN	EA	149.99	149.99
		Allocate to Account	:7 0550.10 0510 VENDING:TEACHER'S LOU			0.00
2	2.00	VQAMCOFFEE	COFFEE MAKER	EA	39.99	79.98
		Allocate to Account	:7 0550.10 0510 VENDING:TEACHER'S LOU			0.00

000 A L L

Line number to delete :

Add, Change, Delete, Quit Type D and press <ENTER>.

Line Number to Delete Type the line number and press <ENTER>. After deleting the desired line, press <ESC>.

Add, Change, Delete, Quit Type Q and press <ENTER>. Press <ESC> to return to the menu.

Adding Lines To A PO

You can only add lines to a purchase order that you have not already received and invoiced. You cannot change a PO that has been printed and posted to your accounts.

Using the mouse, point to the PO menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Edit Existing purchase order and then release the mouse button.

Purchase Order Number Enter the number of the purchase order you wish to change. If you press <ENTER> without entering a purchase order number, the list of purchase order numbers will pop up. Highlight the one you want and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

EDIT PURCHASE ORDERS
Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00
SAM'S CLUB Discount Percent : 0.00
12345 ANY STREET N Discount Days : 0 Net Days : 30
ANYTOWN FL 33709 Ship Via : BEST WAY
Cash Account : 1111.00 CHECKING PO Total : 229.97
Sponsor : Priority Level : 2 Tax : 0.00
Date Required : 10/20/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
Do you wish to Edit, Void, or Continue with detail? (E/V/C) :						

Edit, Void, or Continue Type E and press <ENTER> to change any general PO information. Type C and press <ENTER> to display the body of the P.O. The system will display the first 4 lines of the PO. Follow the screen prompts.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

EDIT PURCHASE ORDERS
Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00
SAM'S CLUB Discount Percent : 0.00
12345 ANY STREET N Discount Days : 0 Net Days : 30
ANYTOWN FL 33709 Ship Via : BEST WAY
Cash Account : 1111.00 CHECKING PO Total : 229.97
Sponsor : Priority Level : 2 Tax : 0.00
Date Required : 10/20/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
1	1.00	XVY12MOTOROLA	MICROWAVE OVEN	EA	149.99	149.99
		Allocate to Account : 7 0550.10 0510 VENDING:TEACHER'S LOU				0.00
2	2.00	YQUMCOFFEE	COFFEE MAKER	EA	39.99	79.98
		Allocate to Account : 7 0550.10 0510 VENDING:TEACHER'S LOU				0.00
*** A L L ***						
Would you like to Add, Change, Delete lines, or Quit? (A/C/D/Q/PgUp/PgDn) :						

Adding Lines To A PO (Continued)

Add, Change, Delete, Quit Type A and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

EDIT PURCHASE ORDERS
Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID :SAMS PO Date :10/15/00
SAM'S CLUB Discount Percent : 0.00
12345 ANY STREET N Discount Days : 0 Net Days :30
ANYTOWN FL 33709 Ship Via :BEST WAY
Cash Account :1111.00 CHECKING PO Total : 229.97
Sponsor : Priority Level :2 Tax : 0.00
Date Required :10/20/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
1	1.00	XVY12MOTOROLA	MICROWAVE OVEN	EA	149.99	149.99
		Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU				0.00
2	2.00	YQUMCOFFEE	COFFEE MAKER	EA	39.99	79.98
		Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU				0.00
3	0.00					

Enter quantity ordered, which must be positive, or press <Esc> to end

At this point, the system adds a blank line to the purchase order. Fill in and complete the fields in this line using the <ENTER> key to go from field to field. Note line 3 in the print screen below for the item added to this purchase order.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

EDIT PURCHASE ORDERS
Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID :SAMS PO Date :10/15/00
SAM'S CLUB Discount Percent : 0.00
12345 ANY STREET N Discount Days : 0 Net Days :30
ANYTOWN FL 33709 Ship Via :BEST WAY
Cash Account :1111.00 CHECKING PO Total : 0.00
Sponsor : Priority Level :2 Tax : 0.00
Invoice Number :10X5298 Date Required :10/20/00
Void Date :11/02/00

Line	Quantity	Item Code	Item Description	UM	Cost	Ext Cost
1	1.00	XVY12MOTOROLA	MICROWAVE OVEN	EA	149.99	149.99
		Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU				0.00
2	2.00	YQUMCOFFEE	COFFEE MAKER	EA	39.99	79.98
		Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU				0.00
3	5.00	YQUMCOFFILTERS	COFFEE FILTERS	DZ	0.79	3.95
		Allocate to Account :7 0550.10 0510 VENDING:TEACHER'S LOU				0.00

Above Line Correct If it is, make sure the Y is highlighted and press <ENTER>.

If through changing lines, press the <ESC> key. If not, enter the information for the line item to be added. Follow this process until all lines are added, then press <ESC>.

When all lines have been entered and validated as correct (and the system is waiting for you to enter the next line), press the <ESC> key to signal that you are finished.

Save, Abandon or Cancel? Select S and press <ENTER>.

Receive PO? Select Y to receive the PO. **Remember:** Once you receive the PO, it can not be changed.

Add, Change, Delete, Quit Type Q to leave the changed PO.

Printing Purchase Orders

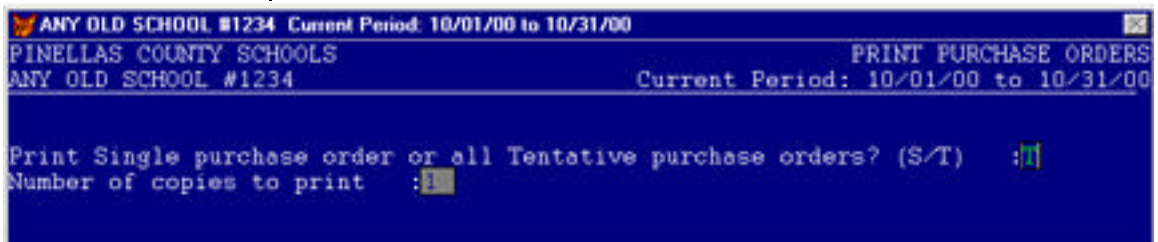
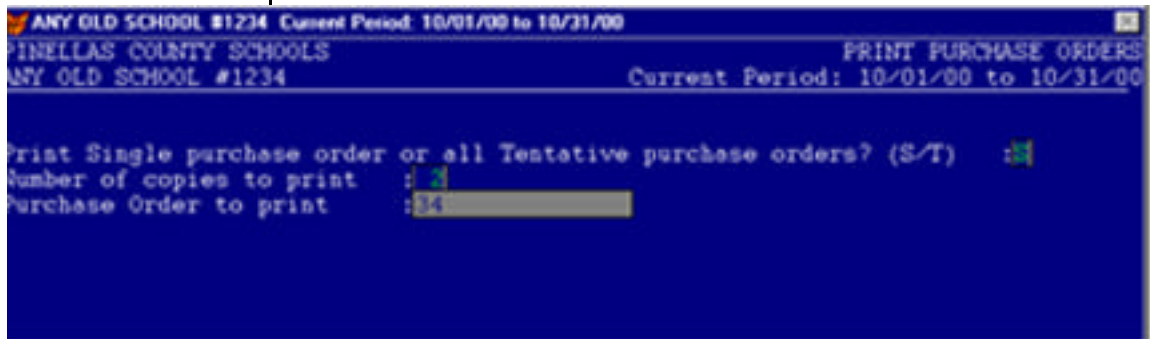
To print purchase orders, using the mouse, point to the PO's menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Print Purchase Orders and then release the mouse button.

Print Single or All Tentative POs To just print 1 purchase order, type S and press <ENTER>. To print all purchase orders that you have entered that have not already been printed, type T and press <ENTER>.

Number of Copies to Print If you just need 1 copy of the purchase order, type 1 and press <ENTER>. If you need duplicate copies, type in the number of copies you want and press <ENTER>.

Purchase Order to Print If you chose to print just 1 purchase order, type the number of that purchase order and press <ENTER>.

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready - press any key to start printing.



A sample purchase order has been included on the following page.

Next Step:

Receiving Purchase Orders

PINELLAS COUNTY SCHOOLS
 ANY OLD SCHOOL #1234
 9101 WALSINGHAM ROAD
 LARGO, FL33773-0000

Page 1 of 1

PURCHASE ORDER NUMBER 34

VENDOR:

SAM'S CLUB
 12345 ANY STREET N
 ANYTOWN, FL 33709

SHIP TO AND BILL TO:

ANY OLD SCHOOL #1234
 9101 WALSINGHAM ROAD
 LARGO, FL33773-0000

Date	Req Date	FOB	Ship Via	Terms
10/15/00	10/20/00	DESINATION	BEST WAY	NET 30

Quantity	Item Code	Description	UM	T	Price	Total
1.00	XVY12MOTOROLA	MICROWAVE OVEN	EA	N	149.99	149.99
2.00	YQUMCOFFEE	COFFEE MAKER	EA	N	39.99	79.98
5.00	YQUMCOFFILTERS	COFFEE FILTERS	DZ	N	0.79	3.95

_____ Taxable	*** Non-Taxable	NonTaxable	233.92
Tax Exemption Certificate Number: 62-08-137994-57C		Taxable	0.00
		Sales Tax	0.00
		Total	233.92

Requested by: Teacher/Sponsor

Approved by: (Assistant) Principal

These funds are to be spent for the above reason.

*** OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS ***
 *** AND PACKAGES ***

If you wish to delete an entire purchase order, use the Edit Purchase Orders screen. Once deleted, you will not be able to use the purchase order number again.

Purchase Order Number Enter the number of the purchase order you wish to void. If you press <ENTER> without entering a purchase order number, the list of purchase order numbers will pop up. Highlight the one you want and press <ENTER>.

Edit, Void, or Continue Look at the purchase order to ensure that it is the one you wish to delete. Then type V and press <ENTER> to void the purchase order.

1. Go to the Reports menu, select Purchase Orders, Void Purchase Orders.
2. Fill in the correct information in the fields so the purchase order just voided will be included on this report.
3. After the report prints, document in this space available why this purchase order was voided. Provide a complete description.

Receiving Purchase Orders

The quantity and unit price fields will default to the amounts entered on the original PO. If not all units were received and/or if the unit price changed, type in the number of units received and/or the new price.

In all cases when the total price of the PO will increase after changes made, the principal must approve the increase in price on the copy of the original PO before it is paid.

Using the mouse, point to the PO's menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Recieve Items Ordered and then release the mouse button.

A full or partial PO can be received and invoiced. However, when the second portion of a PO is received, the invoice must be created through Disbursements. Refer to page 5-2 for these instructions.

Purchase Order Number Enter the number of the purchase order you wish to receive and press <ENTER>.

Enter Date PO Received Enter the date that the items on the purchase order were received and press <ENTER>.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not press the <ESC> key and start again.

Quantity Received Enter the number of units received and press <ENTER>.

Unit Price Unless the unit price changed after the order was placed, leave this field unchanged and press <ENTER>.

Above Line Correct? If it is, type Y and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

RECEIVE PURCHASE ORDERS
Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00
SAM'S CLUB Discount Percent : 0.00
12345 ANY STREET N Discount Days : 0
ANYTOWN FL 33709 Net Due Days : 30
Cash Account : 1111.00 CHECKING PO Total : 233.92
Sponsor : Priority Level : 2 Tax : 0.00
Total Received : 229.97 Date Required : 10/20/00
Received on : 10/22/00

Item Code	Qty Ordered	Qty Received	Unit Price	Cost Received
KYY12MOTOROLA	1.00	1.00	149.99	149.99
YQUMCOFFEE	2.00	2.00	39.99	79.98
YQUMCOFFILTERS	5.00	5.00	0.79	3.95

After entering the receipt information for all lines, the system will ask if you would like to generate an invoice. If the answer is yes, the system will produce an invoice for the amount of the units received.

Generate an Invoice? To have the system produce an invoice automatically, type Y and press <ENTER>.

Invoice Number Enter the invoice number from the invoice (or packing slip) and press <ENTER>. If an invoice number is not present on the invoice, use the invoice date.

Invoice Date Enter the date of the vendor's invoice (or packing slip) and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00
PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

RECEIVE PURCHASE ORDERS
Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00
SAM'S CLUB Discount Percent : 0.00
12345 ANY STREET N Discount Days : 0
ANYTOWN FL 33709 Net Due Days : 30
Cash Account : 1111.00 CHECKING PO Total : 233.92
Sponsor : Priority Level : 2 Tax : 0.00
Total Received : 229.97 Date Required : 10/20/00
Received on : 10/22/00

INVOICE INFORMATION

Invoice Number : 12X12345
Invoice Date : 10/20/00

Item Code	Qty Ordered	Qty Received	Unit Price	Cost Received
KYY12MOTOROLA	1.00	1.00	149.99	149.99
YQUMCOFFEE	2.00	2.00	39.99	79.98
YQUMCOFFILTERS	5.00	5.00	0.79	3.95

Next Step:

Edit Invoice and Print Check

Above Line Correct If it is, make sure the Y is highlighted and press <ENTER>. If not, press N, and make the necessary correction(s).

This step is necessary if the PO has been received in error or if a PO is to be voided. A PO cannot be voided if it has been received; therefore, the receipt must be cleared.

Using the mouse, point to the PO's menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Receive Items Ordered and then release the mouse button.

Purchase Order Number Enter the number of the purchase order you wish to change. If you press <ENTER> without entering a purchase order number, the list of purchase order numbers will pop up. Highlight the one you want and press <ENTER>.



To clear the receipt, press C, and then press <ENTER>. The receipt of this PO has been cleared.

Invoicing Purchase Orders

If you chose not to generate an invoice when you were receiving the PO, you can do so at any time using the Covert to Vendor Invoices screen with the POs menu.

Using the mouse, point to the PO's menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Covert to Vendor Invoice, then release the mouse button.

Purchase Order Number Enter the number of the purchase order you wish to invoice and press <ENTER>.

Invoice Number Enter the invoice number from the vendor's invoice (or packing slip) and press <ENTER>.

Invoice Date Enter the date of the vendor's invoice (or packing slip) and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PINELLAS COUNTY SCHOOLS

ANY OLD SCHOOL #1234

GENERATE INVOICES

Current Period: 10/01/00 to 10/31/00

PO Number : 34 Vendor ID : SAMS PO Date : 10/15/00

SAM'S CLUB Discount Percent : 0.00

12345 ANY STREET N Discount Days : 0

ANYTOWN FL 33709 Net Due Days : 30

Cash Account : 1111. PO Total : 233.92

Sponsor : 1

INVOICE INFORMATION

Invoice Number : 10X5298

Invoice Date : 10/20/00

Is the above information correct? (Y/N) : Y

If an invoice number is not listed on the invoice, it is acceptable to enter the date of the invoice in its place.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not press the <ESC> key. If not, press N and correct the information.

Next Step:

Selecting invoices for payment and printing computer checks.

Refer to Chapter 5.

Purchase Order Reports

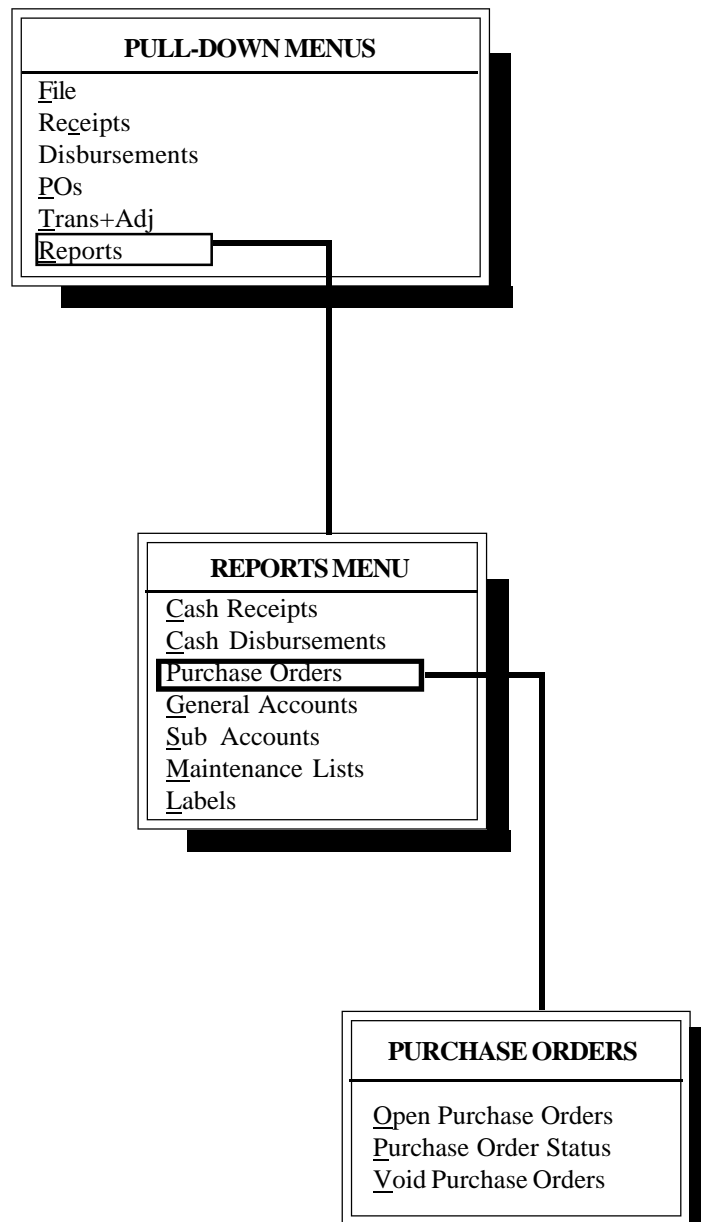
There are 4 different reports for viewing purchase order information. They are all accessed from the Purchase Orders Reports menu.

Each of these reports will be discussed on the pages that follow.

Tips on Running Reports

Before printing reports, make sure you have the proper (plain, white) paper in the printer and that the top of the page is aligned correctly.

Many of the reports can be displayed on the screen as an alternative to being printed. When displaying reports on the screen, press the <PAGEUP> and <PAGEDOWN> keys to move up and down in the report. At the end of the report, press <PAGE DOWN> until the report totals appear (if applicable).



Printing The Open POs Report

The Open Purchase Orders report is a listing of all purchase orders that have been entered, but that have not been received or have only been partially received.

This report is useful when trying to calculate all outstanding obligations or when preparing the annual accounts payable report.

Using the mouse, point to the Reports menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Purchase Orders, then select/highlight Open Purchase Orders and then release the mouse button.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS
ANY OLD SCHOOL #1234

OPEN PURCHASE ORDERS

PO Number	Date	Vendor	Vendor Name	PO Total	Status	Invoice No	Check No
27	03/29/00	PCSB	PINELLAS COUNTY SCHOOL	85.60	TENA		
31	08/15/00	SAMS	SAM'S CLUB	5.00	TENA		
19	02/02/00	TBACOM	TBACOMMUNICATIONS	2,862.00	OPEN		
20	02/02/00	LAKESH	LAKESHORE LEARNING MAT	144.43	OPEN		
21	02/07/00	LAKESH	LAKESHORE LEARNING MAT	149.27	OPEN		
33	08/15/00	SAMS	SAM'S CLUB	193.93	OPEN		
				3,440.23			

Printing The PO Status Report

The Purchase Orders Status Report is a listing of all purchase orders entered during a user-specified period of time.

The status report is useful for determining the status of all purchase orders and can serve as a purchase order log.

Using the mouse, point to the Reports menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Purchase Orders, then select/highlight Purchase Order Status and then release the mouse button.

From PO Date Enter the starting date for the report and press <ENTER>. All purchase orders with a date on or after this date will be included.

Through PO Date Enter the ending date for the report and press <ENTER>. All purchase orders with a date on or before this date will be included.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS ANY OLD SCHOOL #1234							
PURCHASE ORDERS STATUS REPORT Purchase Orders Dated from 08/01/00 to 08/31/00							
PO Number	Date	Vendor	Vendor Name	PO Total	Status	Invoice No	Check No
30	08/15/00	SAMS	SAM'S CLUB	0.00	TENA		
31	08/15/00	SAMS	SAM'S CLUB	5.00	TENA		
32	08/15/00	SAMS	SAM'S CLUB	0.00	VOID		
33	08/15/00	SAMS	SAM'S CLUB	193.93	OPEN		
				198.93			

Printing The Voided PO Report

The Void Purchase Orders report is a listing of all purchase orders voided during a user-specified period of time.

Using the mouse, point to the Reports menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Purchase Orders, then select/highlight Void Purchase Orders and then release the mouse button.

From PO Date Enter the starting date for the report and press <ENTER>. All purchase orders voided on or after this date will be printed.

Through PO Date Enter the ending date for the report and press <ENTER>. All purchase orders voided on or before this date will be printed.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

PINELLAS COUNTY SCHOOLS ANY OLD SCHOOL #1234				
VOIDED PURCHASE ORDERS Purchase Orders Dated from 08/01/00 to 08/31/00				
PO Number	Date	Vendor	Vendor Name	VD Date
32	08/15/00	SAMS	SAM'S CLUB	09/25/00

Printing The Encumbrance Report

The Encumbrances report is a listing of all outstanding obligations (or encumbrances) for a user-specified range of accounts and sub accounts.

The Encumbrances report will list unpaid invoices and/or outstanding purchase orders.

Using the mouse, point to the Reports menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight General Accounts, then select/highlight Encumbrances and then release the mouse button.

Accounts Numbered From Enter the fund (1-8) and 4 digit account number that you wish to begin the report with, pressing <ENTER> after each.

To Enter the fund (1-8) and 4 digit account number that you wish to end the report with, pressing <ENTER> after each.

Sub Accounts From Enter the sub account number that you wish to begin the report with and press <ENTER>.

To Enter the sub account number that you wish to end the report with and press <ENTER>.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>.

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press <ENTER> to begin printing.

PINELLAS COUNTY SCHOOLS ANY OLD SCHOOL #1234							
ENCUMBRANCE REPORT							
Accounts from 1-0200.00 to 8-5450.77, Sub Accounts from 0310 to 3498							
Account	Sub.	Account Name	SC Vendor	Invoice Number	Purchase Order	Description	Amount
6 0050.70	0510	PARKER CLASS ADOPTION	PO PCSB		27	SUPREME WIDGETS	52.50
6 0050.70	0510	PARKER CLASS ADOPTION	PO PCSB		27	BRAND B OF WIDGETS	32.10
Totals for Sub Account SUPPLIES							==> 85.60
Totals for Account PARKER CLASS ADOPTION							==> 85.60
6 0050.72	0510	PRE-K ADOPT A CLASS	PO LAKESH		20	WORMVIEWER	24.95
6 0050.72	0510	PRE-K ADOPT A CLASS	PO LAKESH		20	COLOR DISCOVERY	0.05
Totals for Sub Account SUPPLIES							==> 25.00
Totals for Account PRE-K ADOPT A CLASS							==> 25.00

CHAPTER 5

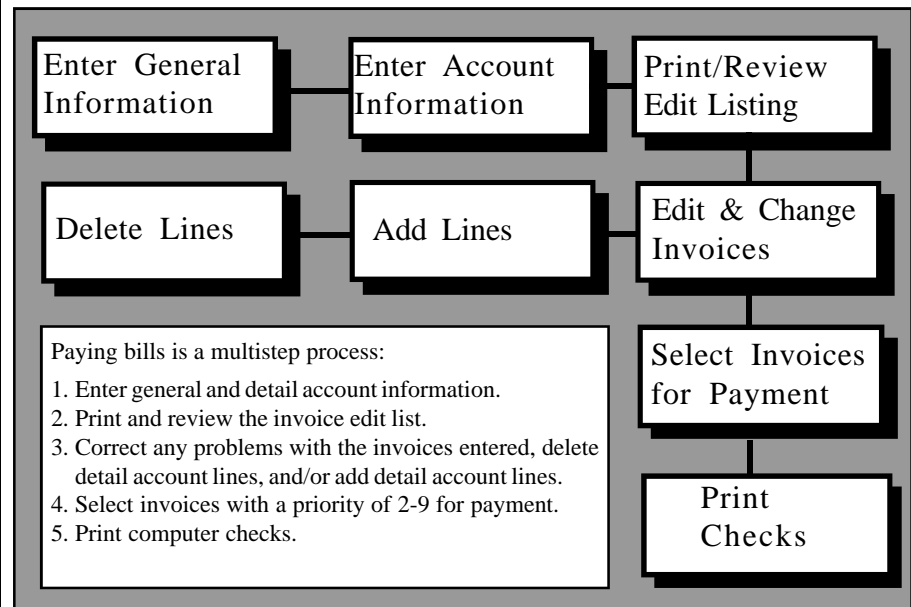
DISBURSEMENTS

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The Disbursements portion of MAS includes everything needed to process payments to individuals, organizations, and companies (called vendors). Printing a check or entering a manual check in MAS requires the initial entry of information regarding the vendor and payment (invoice) through the creation of an invoice or conversion of a purchase order to an invoice.

Ideally, invoices should be entered into MAS or their purchase orders converted to invoices as they are received and paid when they are due. To do this, take advantage of the due date/discount date fields on the invoice screen. If, for example an invoice is due in 30 days, enter "30" in the Net Due Days field on the Create New Vendor Invoices screen. If a discount is available for early payment, enter the discount percentage and number of days for which the discount is valid.



PULL-DOWN MENUS
<u>F</u> ile
<u>R</u> eceipts
<u>D</u> isbursements
<u>P</u> Os
<u>T</u> rans+ <u>A</u> dj
<u>R</u> eports

DISBURSEMENTS
<u>C</u> reate New Vendor Invoice
<u>E</u> dit Existing Vendor Invoice
<u>E</u> dit <u>L</u> ist
<u>S</u> elect Invoices For Payment
<u>P</u> rint Checks
<u>M</u> anual Checks
<u>V</u> oid Checks
<u>B</u> ank Reconciliation

From the Disbursements menu, you can access the menu to enter/edit invoices, select invoices for payment, print checks, post manual checks, void checks, or perform a bank reconciliation.

Entering General Invoice Information

Printing checks is a multi-step process and can be accomplished by printing computer-generated checks or by writing manual checks. In either case, the first step is to enter general information about the payment (invoice) to be made.

If the desired vendor is not established, type a new vendor ID in the Vendor ID field. Then follow the steps for adding vendors in the Adding Vendors section of this chapter. After adding the vendor, the system will bring you back to the Create Vendor Invoice screen.

Sponsors can be added from the Create Vendor Invoice screen as above.

Priority 1 automatically selects the invoice for payment. Priority 1 invoices do not have to be selected for payment (as explained later in this chapter) before printing checks. Priority "P" allows you to print and post a single check directly from the Create Vendor Invoices screen. Priority "M" allows you to post a manual check directly from the Create Vendor Invoices screen.

* Contact Auditing immediately if the checking account number was not automatically reflected in this field.

Using the mouse, point to the Disbursements menu. Press the left mouse button and hold it while sliding the mouse button to select/highlight Create New Vendor Invoice and then release the left mouse button.

Vendor ID Enter the 6 character vendor ID. To get a list of existing vendors, leave the field blank and press <ENTER>. Use the mouse to point and click OR the arrow keys to make the selection from <TOP>, <BOTTOM>, <FORWARD>, <BACK>, <CANCEL>, to scroll through the list until the desired vendor is highlighted. If the desired vendor is on the list, highlight the vendor and press <ENTER>.

Invoice Number Type in the vendor's invoice number and press <ENTER>.

Date Type in the date of the invoice and press <ENTER>.

Discount Percent Enter the early payment discount amount or press <ENTER> to leave it blank (i.e., 5% discount is entered as 5.00).

Discount Days Enter the number of days you have to receive an early payment discount or press <ENTER> to leave it blank.

Net Due Days Enter the due date or press <ENTER> to leave it blank.

Cash Account The checking account number should already be in this field. If not, enter the number of the checking account to pay the invoice from and press <ENTER>.*

Priority Level Type a number between 1 and 9 or "P" or "M" (1=highest priority and 9=lowest priority, "P"=print check immediately, "M"=post manual check immediately) and press <ENTER>. The default priority comes from the vendor file for the vendor being paid. We recommend using priority 2.

Sponsor Enter the name of the sponsor involved or press <ENTER> to leave it blank.

Above Info. Correct? If so, make sure Y is highlighted and press <ENTER>. If not, press <ESC>.

THESCHOOLDISTRICTOFFINELLASCOUNTY
ANY OLDSCHOOL #1234

CREATE VENDOR INVOICES

Current Period: 07/01/00 to 07/31/00

Vendor ID =>PENCIL Invoice Nmbr =>2543
THE PENCIL COMPANY
123 SCHOOL STREET

PENSACOLA FL 32507
Cash Account =>1111.00 CHECKING
Sponsor ==>

Invoice Date ==>07/01/00
Discount Percent ==> 0.00
Discount Days ==> ==>
Net Due Days ==>30 ==>07/31/00
Invoice Amount ==>
Priority Level ==>2

Next Step:

Entering Account Information

Entering Account Information

After entering general information, the system will allow you to allocate invoices to many fund accounts using the lower half of the invoice screen. Keep repeating these steps until the entire invoice is accounted for.

Credit Memos: If a credit memo is issued by a vendor, enter all information as a normal invoice except for the **amount**. The **amount** should be entered with a minus (-) preceding the numeral entered.

If the amount of the invoice entered exceeds the balance in the account, a warning is displayed to that effect.

Next Step:

Printing & Reviewing the Edit List

Fund Type Type in the Account Category (1 through 8 and press <ENTER>. Press <ENTER> without entering a fund type, to get the pop-up list of fund types. Highlight the one you want and press <ENTER>.

Account Number The system will ask for an Account Number. Press <ENTER> without typing an account number, to get the pop-up list of accounts. Highlight the one you want and press <ENTER>.

Sub Account Number For accounts using sub accounts, the system will ask for a sub account number. Press <ENTER> without typing a sub account number to get the pop-up list of sub accounts. Highlight the one you want and press <ENTER>.

Description The system will show the sub account title as the description. To change it, press the insert key and type in a more specific description for this line and press <ENTER>. If you wish to leave the description as is, just press <ENTER>. The description on the detail lines of the invoice is what shows in the general ledger when the account activity is listed.

Amount Type the amount of the invoice to be credited to this fund account and press <ENTER>.

Above Line Correct? If it is, type Y and press <ENTER>. If not, type N, press <ENTER> and make the necessary changes.

Completion When all lines have been entered, press <ESC>.

Save, Abandon or Continue? Change the highlighted field to an S to save the receipt and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CREATE VENDOR INVOICES

Current Period: 07/01/00 to 07/31/00

Vendor ID =>PENCIL Invoice Nmbr =>2543
THE PENCIL COMPANY
123 SCHOOL STREET

Invoice Date =>07/01/00
Discount Percent => 0.00
Discount Days => =>
Net Due Days =>30 =>07/31/00
Invoice Account => 15.00
Priority Level => 2

PENSACOLA FL 32507
Cash Account =>1111.00 Checking
Sponsor =>

Account	Sub.	Account Name	Description	Amount
7 0500.00	0510	School Store	Pencils	15.00

Printing And Reviewing The Edit List

After entering invoices and before printing checks:

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Select/highlight Edit List and then release the mouse button. If there are no unposted invoices outstanding, the computer will beep and give you a message to that effect.

Is the Printer Ready? If the printer is ready, press any key and the Edit List will print.

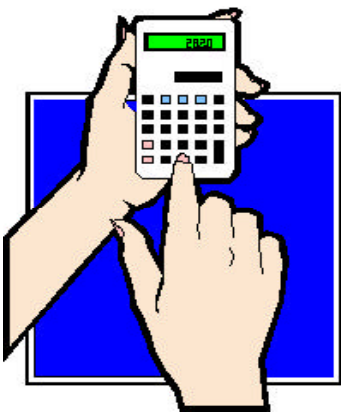
The printer will produce a report of all invoices entered to date for which checks have not been cut and that have not been posted to the fund and cash accounts.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL #1234

VENDOR INVOICES EDIT LIST

Vendor	Payable to this Order of	Invoice Number	Line	Account Sub.	Acct Name	Description	Amount
PENCIL THE PENCIL COMPANY		2543	1	7 0500.00 0510	School Store	Pencils	15.00
Inv Date => 07/01/00 Terms => NET 0							
Cash A/C => 1111.00 Prior => 2							
INVOICE TOTAL =>							15.00
GRAND TOTAL =>							15.00

Review the Edit List for Accuracy



Next Step:

Editing & Changing Invoices
or Selecting Invoices for Payment

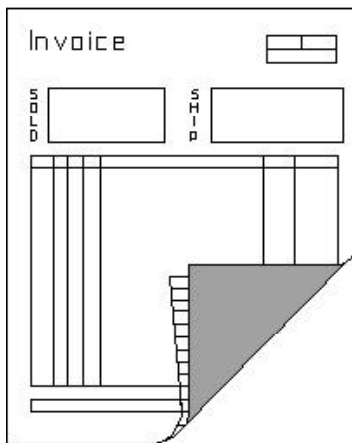
Make sure that the:

- total for each invoice adds up to the totals on the vendor invoices
- fund accounts and sub accounts coded for each line are accurate

If changes to an invoice are needed, follow the steps discussed on the following pages. If the edit list is correct, skip to the Selecting Invoices for Payment. Once posted, these invoices will no longer appear in this edit listing.

Editing And Changing Invoices

You can only edit or change invoices that you have not already paid (posted). You cannot change an invoice or check that has been posted to your accounts. If you wish to delete lines from or add lines to an invoice, see the next two pages.



Next Step:

Priority 1 - Print checks
Priority 2-9 - Selecting Groups of Invoices for Payment or Single Invoices for Payment

Disbursements

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Select/highlight Edit Existing Vendor Invoice and then release the mouse button.

Vendor ID Enter the vendor ID for the invoice you wish to change. Pressing <ENTER> without entering a vendor ID, gives you the pop-up list of vendor IDs. Highlight the one you want and press <ENTER>.

Invoice Number Type the invoice number you want to change & press <ENTER>. Pressing <ENTER> without entering an invoice ID, will give the pop-up list of invoices for this specific vendor. Highlight the one you want and press <ENTER>.

Edit, Delete, Continue To continue, make sure C is highlighted and press <ENTER>. The system will display the first 11 lines of the invoice. Or to change the general invoice information, type E and then <ENTER>.

Add, Change, Delete, Quit Type C and press <ENTER>.

Line Number to Edit Type the number and press <ENTER>. The system will display the line you entered and allow you to make changes to it. Use the <ENTER> key to move from one field to the next.

Above Line Correct If it is, make sure the Y is highlighted and press <ENTER>. If not, type N press <ENTER>, and make the necessary changes.

Line Number to Edit If finished changing lines, press <ESC>. If not, type another line number to edit and press <ENTER>.

Add, Change, Delete, Quit Type Q to save and leave the changed invoice, then press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

EDIT VENDING INVOICES

Current Period: 07/01/00 to 07/31/00

Vendor ID =>POECO	Invoice Number =>1237	Invoice Date	=> 07/01/00	
OFFICE EQUIPMENT CO.	Discount Percent =>	Discount Days	=> =>	
205 West Garden Street		Net Due Days	=>30 => 07/31/00	
Largo	FL 33773	Invoice Amount	=> 23.00	
Cash Account	=>1111.00 Checking	Priority Level	=>2	
Sponsor	=>	PO Number	=>	
Line	Account Sub.	Account Name	Description	Amount
1	7 0350.00 0510	General/Administration	Office Supplies	23.00

Deleting Lines From An Invoice

You can only delete lines from invoices that you have not already paid (and posted). You cannot change an invoice that has been posted to your accounts.

Do not try to delete an invoice by deleting all of its detail lines. Instead, see the section on deleting invoices.

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Select highlight/select Edit Existing Vendor Invoice and then release the mouse button.

Vendor ID Enter the short vendor ID for the invoice you wish to delete lines from.

Invoice Number Type the invoice number that you want to delete lines from & press <ENTER>.

Edit, Delete, Continue Make sure C is highlighted and press <ENTER>. The system will display the first 11 lines of the invoice

Add, Change, Delete, Quit Type D to indicate you wish to delete lines and press <ENTER>.

Line Number to Delete Type the number and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

EDIT VENDOR INVOICES

Current Period: 07/01/00 to 07/31/00

Vendor ID =>POECO		Invoice Number =>1237		Invoice Date => 07/01/00	
OFFICE EQUIPMENT CO.		Discount Percent =>		Discount Days => =>	
205 West Garden Street		Net Due Days =>30 => 07/31/00		Invoice Amount => 23.00	
Largo	FL 33773	Priority Level =>2		PO Number =>	
Cash Account	=>1111.00	Checking			
Sponsor	=>				

Line	Account	Sub.	Account Name	Description	Amount
1	7 0350.00	0510	General Administration	Office Supplies	23.00

<<<A L L>>>

Line number to delete => 1

The system will delete the line number entered.

If finished deleting lines, press the <ESC>key.

Add, Change, Delete, Quit Type Q to save and leave the changed invoice, then press <ENTER>.

Adding Lines To An Invoice

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Select/highlight Edit Existing Vendor Invoice and then release the mouse button.

Vendor ID Enter the short vendor ID for the invoice you wish to add lines to.

Invoice Number Type the invoice number that you want to add lines to & press <ENTER>.

Edit, Delete, Continue Make sure C is highlighted and press <ENTER>. The system will display the first 11 lines of the invoice

Add, Change, Delete, Quit Type A and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY				EDIT VENDOR INVOICES	
ANY OLD SCHOOL #1234				Current Period: 07/01/00 to 07/31/00	
Vendor ID =>POECO		Invoice Nmbr=>1237		Invoice Date =>07/01/00	
OFFICE EQUIPMENT CO.				Discount Percent =>	
205 West Garden Street				Discount Days => =>	
Largo		FL 33773		Net Due Days =>30 =>07/31/00	
Cash Account =>1111.00		Checking		Invoice Amount => 23.00	
Sponsor =>				Priority Level =>2	
				PO Number =>	
Line	Account	Sub.	Account Name	Description	Amount
1	7 0350.00	0510	General Administration	Office Supplies	23.00

If you press the <ENTER> key without entering a fund type or account number, you will get the pop-up list of accounts. Highlight the one you want and press <ENTER>.

When all lines have been entered and validated as correct (and the system is waiting for you to enter the next line), press the <ESC> key to signal that you are finished with that invoice.

Fund Type Type in a number (1 through 8) and press <ENTER>.

Account Number Type in the Account Number.

Sub Account Number Type in the Sub account Number.

Description Type in a description and press <ENTER>.

Amount Type in the amount of the invoice to be charged to this fund account and press <ENTER>.

Above Line Correct? If it is, make sure the Y is highlighted and press <ENTER>. If not, type N press <ENTER>, and make the necessary change(s).

Save, Abandon or Cancel? Change the highlighted field to an S to save the receipt and press <ENTER>.

Deleting Invoices

If you wish to delete an entire unpaid invoice, use the Edit Vendor Invoices screen. Once deleted, you will not be able to use the invoice number again for the same vendor.

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Select/highlight Edit Existing Vendor Invoice and then release the mouse button.

Vendor ID Enter the short vendor ID for the invoice you wish to delete.

Invoice Number Type the invoice number that you want to delete & press <ENTER>.

Edit, Delete, Continue Look at the invoice to ensure that it is the one you wish to delete. Then type D and press <ENTER> to delete the invoice.

THE SCHOOL DISTRICT OF PINELLAS COUNTY				EDIT VENDOR INVOICES	
ANY OLD SCHOOL #1234				Current Period: 07/01/00 to 07/31/00	
Vendor ID =>POECO		Invoice Nmbr=>1237		Invoice Date =>07/01/00	
OFFICE EQUIPMENT CO.		Discount Percent =>			
205 West Garden Street		Discount Days =>		=>	
		Net Due Days =>30		=>07/31/00	
Largo FL 33773		Invoice Amount =>		23.00	
Cash Account =>1111.00 Checking		Priority Level =>2			
Sponsor =>		PO Number =>			
Line	Account Sub.	Account Name	Description	Amount	
Do you wish to Edit, Delete, or Continue with detail? (E/D/C)=>D					

Selecting Groups Of Invoices For Payment

Selecting invoices for payment is the process used to choose which invoices to pay and is the last step before printing the checks. The easiest and quickest way to do this is to select all invoices due for payment today by due date.

Invoices entered with a priority of 1 are automatically selected for payment and need not be selected using this screen.

* If the checking account number is not in this field, contact Auditing immediately.

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Select Invoices for Payment and then select Due Date/Discount Date and then release the mouse button. Alternatively, you can select individual invoices for payment by vendor/invoice ID as shown on the following page.

SELECT INVOICES FOR PAYMENT

Vendor Invoice Number
Due Date and Discount Date
Invoices Selected for Payment Report
Check Request Forms

Cash Account Accept the default number * of the checking account \$1111.00 from which the check(s) will be issued and press <ENTER>.

Due Date Unless you wish to enter a date other than the current date, just leave the default date and press <ENTER>. This will select all invoices with a due date on or before the current date.

Discount Date Unless you wish to enter a date other than the current date, just leave the default and press the <ENTER>. This will select all invoices with a discount date (if applicable) on or before the current date.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
 ANY OLD SCHOOL #1234

SELECT INVOICES FOR PAYMENT

Current Period: 07/01/00 to 07/31/00

Select for payment from cash account =>1111.00 Checking
 Due Date (blank selects all invoices) =>07/01/00
 Earliest Discount Date =>07/31/00

Above Info. Correct? If it is correct, make sure the Y is highlighted and press <ENTER>. This will select the invoices for payment. Press the <ESC> key to return to the menu.

Next Step:
 Printing Computer Checks

Selecting Single Invoices For Payment

If you need to select one or just a few invoices for payment, select them by Vendor Invoice Number. You can also use this function to un-select invoices that you have previously selected for payment - as long as you have not already paid them.

* If the checking account number is not in this field, contact Auditing immediately.

You can authorize all or just a few of the outstanding invoices for the vendor simply by putting a Y in the pay field.

If there is no discount associated with the invoice, you will not be asked to change the Discount Taken field.

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Select Invoices for Payment and then select Vendor Invoice Date and then release the mouse. This choice will select invoices for payment by invoice number. Alternatively, you can select all invoices due on a given date as shown on the previous page.

SELECT INVOICES FOR PAYMENT

Vendor Invoice Number
Due Date/Discount Date
Invoice Selected for Payment Report
Check Request Forms

Cash Account Accept the default number * of the checking account \$1111.00 which is the account that the check will be issued from and press <ENTER>.

Vendor Type the short vendor ID code and press <ENTER>.

Edit Auth. for Payment? Type Y and press <ENTER>.

The system will display all invoices outstanding for the selected vendor and will take you to the last column of the first invoice.

Pay Type Y and press <ENTER> to select the invoice for payment. The system will take you to the next line (invoice). Type N and press <ENTER> to unselect an invoice for payment.

Discount Taken If there is a discount to be taken, you must press <ENTER> to accept the default amount. Otherwise, change it and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
 ANY OLD SCHOOL #1234

SELECT INVOICES FOR PAYMENT

Current Period: 07/01/00 to 07/31/00

Cash Account =>1111.00 Checking
 Vendor =>SAMS Sams Club

Invoice Number	Invoice Date	Net Due Date	Disc. Perc.	Discount Date	Discount Taken	Remittance	Pay
28674	07/01/00	07/31/00			0.00	21.45	Y

When through authorizing invoices for payment, press the <ESC> key.

Next Step:

Printing Computer Checks

Edit Auth. for Payment? Type N and push the <ENTER> key to indicate that you are through authorizing invoices for payment.

Then press <ESC> twice to exit to the menu.

Printing Computer Checks

Printing computer checks is the last step in the payment process. Before printing checks, you must have selected invoices for payment first (see prior 2 pages). Check to be sure that the starting check number corresponds to the checks you have loaded in the printer.

Caution:

If you enter a check number that is over 100 checks greater than the last check printed, the system will flash a warning. Verify that you have the right check number.

To print computer checks, select Print Checks from the Disbursements menu. Using the mouse, point to the Disbursements menu and hold down the left mouse button. Select/highlight Print Checks and then release the mouse button.

Cash Account The default account should already be highlighted. Press <ENTER>.

Print an alignment form? Unless you have never printed checks and need to know if they will line up on the printer, type N and press the <ENTER> key to skip this step.

Check Date Enter the current date and press <ENTER>.

First Check Number The highlighted check number should match the first check number to be printed. If the starting check number on the checks is different, enter that number here (see caution). Press <ENTER>.

Above Information Correct? If it is correct, select Y and press <ENTER>. If not, select N and make the corrections.

Printer Ready? Make sure your computer checks are loaded properly in the printer, then press any key to tell the system to print the checks.

THE PINELLAS COUNTY SCHOOL DISTRICT
ANY OLD SCHOOL #1234

PRINT CHECKS

Current Period: 07/01/00 to 07/31/00

Pay from cash account =>1111.00 Checking
Check date =>07/01/00
First check number => 1207

PRINT COMPLETE

Check Number	=>	1207
Vendor	=>	SAMS Sams Club
Number of Checks	=>	1
Total Payments	=>	21.45

Did checks print properly (Y/N)? => Y

When the checks have completed printing, the system will display a summary of the checks printed and will ask if the checks printed properly.

Continued on next page...

Checks Print Properly?

Make sure that the checks did print properly, and the check numbers are correct. If OK, type Y and press <ENTER>. This will post the checks to your fund accounts.

Account Number: 99999999999999999999

Invoice Number	Inv Date	Account	Invoice Amount	Discount	Remittance
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99

Date	Number	Invoice Amount	Discount	Remittance
99/99/99	9999999999	999,999,999.99	99,999.99	999,999,999.99

9999999999

***** DOLLARS AND ** CENTS

99/99/99

XX
XX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX, XX XXXXX-XXXX

Account Number: 99999999999999999999

Invoice Number	Inv Date	Account	Invoice Amount	Discount	Remittance
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99
XXXXXXXXXXXXXXXXXX	99/99/99	X-9999.99	999,999,999.99	99,999.99	999,999,999.99

Date	Number	Invoice Amount	Discount	Remittance
99/99/99	9999999999	999,999,999.99	99,999.99	999,999,999.99

XX
XX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX, XX XXXXX-XXXX

Invoice Number	Inv Date	Account	Invoice Amount	Discount	Remittance
28674	07/01/00	7-0350.00*	21.45	0.00	21.45
Date	Number		Invoice Amount	Discount	Remittance
07/01/00	1207		21.45	0.00	21.45

1207

*****21 DOLLARS AND 45 CENTS

07/01/00

*****21.45

SAMS CLUB
222 AIRPORT BLVD
TAMPA, FL 33207

Multiple Invoices to a Single Vendor

Note that when more than one invoice is selected for payment for a given vendor and cash account, only one check will be printed (up to 8 invoices can be included on a single check). This combined check will equal the total of the invoices to be paid and will include a listing of the invoices on the stub.

Fund Account Numbers on Check Stubs

The check stub will include the fund account from which each invoice is paid. In the case of multiple accounts per invoice, only the first account is listed and an asterisk is printed after this account number.

If Checks Do Not Print Properly

If only one check misprints, type Y to indicate that all checks printed. Then void the misprinted check using the instructions discussed later in this chapter.

If any or all checks are torn, get jammed in the printer, are incorrectly numbered or otherwise do not print properly, type N when asked if they printed properly. When prompted, enter the number of the first check that did not print properly and then press <ENTER>. The system **will** post all checks printed before this one and **will not** post the checks beginning with this one. The invoices associated with the misprinted checks will remain on file in a "selected" status. You will need to print them again, so you will be returned to the Print Checks screen.

Posting Manual Checks

An alternative to printing computer checks is to type up manual checks and post them into MAS after the fact. This is particularly useful for times when MAS is unavailable.

Note: If a manual check is written for payment of more than one invoice, you must use the method described on the following page to post the check.

When all invoices for a particular check have been entered, verify that the check amount is correct and press <ESC> to signal that you are finished with that manual check.

To post manual checks to your accounts:

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Manual Checks. Release the mouse button.

Cash Account The highlighted Cash Account Number * should be correct. If it is not, change it and press <ENTER>.

Vendor Number Type the short vendor ID code and press <ENTER>.

Invoice Number Type the number of the invoice that was paid with the manual check and press <ENTER>.

Above Line Correct? If it is, make sure the Y is highlighted and press <ENTER>. If not, type N press <ENTER>, and make the necessary correction(s). Once all invoices have been entered, press <ESC>.

The system will update the amount of remittance in the top portion of the screen for each invoice entered in the detail.

Check Number Type the check number that was used to make the payment and press <ENTER>.

Check Date Type in the date the check was written and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

ENTER MANUAL CHECKS

Current Period: 07/01/00 to 07/31/00

Cash Account =>1111.00 Checking
Vendor =>AWARD
Award Master
123 Business Avenue
Largo FL 33779

Invoice Totals => 12.95
Total Discounts => 0.00
Total Remittance => 12.95
Check Number => 1928
Check Date => 07/08/00

Invoice Number	Invoice Date	Net Due Date	Disc. Perc.	Discount Date	Discount Taken	Remittance
920688	07/02/00	08/01/00			0.00	12.95

* If the cash account number is not correct or does not appear in this area, contact Auditing immediately.

Note:

The posting process for manual checks does require the input of invoices.

Above Info. Correct? If it is correct, make sure the Y is highlighted and press <ENTER>. If not, type N press <ENTER> and make the necessary correction(s).

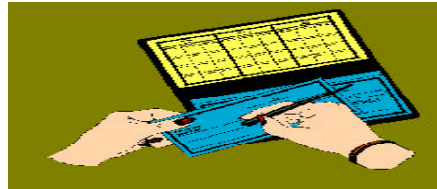
At this time, the check will be posted to your fund and cash account.

Fast Manual Checks

Another way of printing manual checks is to enter M in the priority field of the invoice. After you finish entering the invoice information, the system will prompt you for check information and will then post the manual check immediately.

To post fast manual checks follow the steps for entering an invoice, as outlined previously in this chapter, with the following exception:

Priority Level Type M (the code for a manual check) and press <ENTER>.



THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL #1234		CREATE VENDOR INVOICES Current Period: 07/01/00 to 07/31/00	
Vendor Number =>AWARD	Invoice Nmbr =>3478	Invoice Date	=>06/30/00
Award Master		Discount Percent =>	0.00
123 Business Avenue		Discount Days =>	=>
		Net Due Days =>	30 =>07/29/00
Largo	FL 33779	Invoice Amount =>	
Cash Account =>1111.00	Checking	Priority Level	=>M
Sponsor	=>		

This type of manual check should only be used for a check payment for a single invoice only. If a manual check is for payment of more than one invoice, use the method described previously.

After entering all information for the invoice and saving it, a screen will pop up asking for check information.

Check Number Type the number of the manual check that was used to pay the invoice and press <ENTER>.

Check Date Enter the date of the manual check and press <ENTER>.

MAS will then calculate and display the discount (if any) and remittance amount.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL #1234		CREATE VENDOR INVOICES Current Period: 07/01/00 to 07/31/00	
Vendor ID =>AWARD	Invoice Nmbr =>3478	Invoice Date	=>06/30/00
Award Master		Discount Percent =>	0.00
123 Business Avenue		Discount Days =>	=>
		Net Due Days =>	30 =>07/29/00
Largo	FL 33779	Invoice Amount	=> 123.00
Cash Account =>1111.00	Checking	Priority Level	=>M
Sponsor	=>		
Account Sub.	Acc		
7 0350 0700	Awa		

MANUAL CHECK INFORMATION		Amount
Check Number	=> 1929	
Check Date	=> 07/10/00	
Discount	=> 0.00	
Remittance	=> 123.00	

Above Info. Correct? If so, make sure a Y is highlighted and press the enter key. If not press <ESC> .

Voiding Checks

Voiding a check reverses all of the original transactions in all of the cash and fund accounts that were affected by the check. You have the option to return the original invoice to an unpaid and un-selected status, ready to be selected and paid again. You will, however, also see the voided invoices on all reports and inquiry screens with an A, B, C, etc. suffix and credit (negative) amounts.

* If the account number is incorrect or does not appear in this area, contact Auditing immediately.

To void checks that have already been paid:

Using the mouse, point to the Disbursements menu and hold down the left mouse button. Select/highlight Void Checks and then release the mouse button.

Cash Account The highlighted Cash Account Number * should be correct. If it is not, change it and press <ENTER>.

Check Number Type the number of the check you wish to void and press <ENTER>.

The system will show the payee, amount, and date of the check.

Void Date The highlighted date should be correct. If not, type in the date the check was voided and press <ENTER>.

Save Invoice Type Y and <ENTER> if you wish to save the invoice(s) associated with this check for later repayment. If you will never pay this invoice again, type N and press <ENTER>.

Reason for Void Type in a descriptive reason for voiding the check and press <ENTER>.

Above Info. Correct? If it is correct, make sure the Y is highlighted and press <ENTER>. If not, press N and make the necessary correction(s).

At this time, the check will be voided from your fund and cash accounts.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VOID CHECKS

Current Period: 07/01/00 to 07/31/00

Cash Account => 1111.00
Check Number => 1927
Payable to => Award Masters
Check Date => 07/08/00
Check Amount => 17.65
Void Date => 07/08/00
Save Invoice => Y

Reason for Void => Check written for wrong amount

Is the above information correct?(Y/N) =>Y

Adding Vendors

All Invoices paid in MAS must be associated with a vendor. However, only in cases where you will be refunding money to a student/parent you can use the preestablished "1TIME" vendor.

Note:

Pressing the <ENTER> key on a blank, optional field (such as Contact, Discount Terms, etc.) will skip to the next field. If you do not wish to enter contact or discount information, for instance, just leave them blank.

Using the mouse, point to the File menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight File Maintenance and then release the mouse button.

- Vendor ID** Type an ID in the Vendor Number Block and press <ENTER>. The vendor ID will consist of letters and should be a brief, easily remembered abbreviation of the vendor name.
- Create this Vendor?** If you do, make sure a Y is highlighted and press <ENTER>. If not, type N and then press <ENTER>.
- Vendor Name** Type the vendor's full name and press <ENTER>.
- Address** Type the vendor's street address and press <ENTER>.
- City** Type the city and press <ENTER>.
- State** Type the state and press <ENTER>.
- Zip** Type the zip code and press <ENTER>.
- Discount Percent** If the vendor offers discounts for timely payment, type the percentage discount (i.e., for 2% type 2.0) and press <ENTER>.
- Discount Days** If the vendor offers discounts for timely payment, type the number of days you have to send in payment and still receive a discount, then press <ENTER>.
- Net Days** If you wish to have the system calculate when invoices are due, then enter the number of days in which the vendor requires payment, then press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PINELLAS COUNTY SCHOOLS VENDOR FILE MAINTENANCE

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

Vendor ID	:PENCIL		
Vendor Name	:THE PENCIL COMPANY		
Address	:123 SCHOOL STREET		
City	:LARGO	FL	Zip :33779
Contact	:MR. JOHN SMITH		
Title	:MANAGER		
Phone	:727/555-5555	Customer Number	:123456

Discount %	:0.00	Discount Days	:0	Net Days	:30	Priority Level	:2
Type of Entity	:C	Tax ID Number	:59-00000000	Send Form 1099	:N		

Current Encumbered Balance	:	0.00
Calendar Year-to-Date Payments	:	0.00
Fiscal Year-to-Date Payments	:	0.00
Date of Last Payment	:	
Amount of Last Payment	:	0.00
Check Used for Last Payment	:	
Active During Current Year	:N	
Prior Calendar Year Payments	:	0.00
Prior Fiscal Year Payments	:	0.00

Is the above information correct? (Y/N) :Y

Discount Terms

Entering discount terms (percent, days, and net days) is optional. Discount information entered on this screen will be applied to all invoices for this vendor. These entries are used by the system to calculate when invoices are due and the amount of any discounts. Generally, vendors offer a specified percentage "price break" on payments made within a specified number of days after invoices are sent out.

The Tax ID Number is required for all vendors, except for refunds to students/parents.

When finished entering vendors, press the <ESC> key to return to the menu.

Customer Number Optional. Leave blank and press <ENTER>.

Payment Priority Level Type a number between 1 and 9 and press the <ENTER> key to indicate the relative priority of the vendor's invoices. 1 indicates the highest priority and 9 indicates the lowest priority. We recommend priority 2.

Type of Entity Enter one of the following one-character codes and press the <ENTER> key:

Type of Entity
Corporation
Government Body
Non-profit Organization
Partnership
Individual
Other

Federal Tax ID Number For the Tax ID Number, type the social security number for an individual, or a tax ID number for other entities. The hyphens must be entered. Press the <ENTER> key when the field is correctly completed.

Send Form 1099 Make sure a Y is highlighted if a 1099 might be required, and press <ENTER>. If this is the case, also enter any calendar year-to-date payments made to this vendor and press <ENTER>. Or just leave this blank and press <ENTER>.

If a 1099 form is not required for the vendor, type N and press the <ENTER> key.

Input Status Select Enabled and press <ENTER>.

Above Info Correct? If it is, make sure the Y is highlighted, press the <ENTER> key and proceed.

If, however, the information that you entered is not correct, change the Y to an N, press the <ENTER> key and re-enter the information as necessary.

Contact Optional. If desired, type in the name, for a contact and press <ENTER>.

Title Optional. If desired, type the title (i.e., sales rep) of the vendor contact and press <ENTER>.

Phone Optional. If desired, type in the vendor's phone number for the contact and press <ENTER>.

Deleting Vendors

You will generally only need to delete vendors at the end of a year, or right after the fiscal year is closed, when they are no longer active.

Using the mouse, point to the File menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight File Maintenance and then Vendor File Maintenance and then release the mouse button.

Vendor ID Type an identifying ID in the Vendor Number Block and press <ENTER>.

Delete this Vendor? If you want to, type Y and press <ENTER>.

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

PINELLAS COUNTY SCHOOLS VENDOR FILE MAINTENANCE

ANY OLD SCHOOL #1234 Current Period: 10/01/00 to 10/31/00

Vendor ID	:PENCIL				
Vendor Name	:THE PENCIL COMPANY				
Address	:123 SCHOOL STREET				
City	:LARGO	State	:FL	Zip	:33779
Contact	:MR. JOHN SMITH				
Title	:MANAGER				
Phone	:727/555-5555	Customer Number	:123456		

Discount %	: 0.00	Discount Days	: 0	Net Days	:30	Priority Level	:2
Type of Entity	:C	Tax ID Number	:59-XXXXXXX	Send Form 1099	:N		

Current Encumbered Balance	:	0.00
Calendar Year-to-Date Payments	:	0.00
Fiscal Year-to-Date Payments	:	0.00
Date of Last Payment	:	
Amount of Last Payment	:	0.00
Check Used for Last Payment	:	
Active During Current Year	:	:N
Prior Calendar Year Payments	:	0.00
Prior Fiscal Year Payments	:	0.00

Do you want to delete this vendor? (Y/N) :N

Note:

Before deleting a vendor, make sure it has had no activity in the current fiscal year. The system will only allow you to delete vendors that have had no activity during the current fiscal year.

A vendor is active in the current fiscal year if receipts, disbursements, transfers or adjustments were made during the fiscal year to this vendor. The vendor is also active if any outstanding checks at the beginning of the current fiscal year were for

Are You Sure? If so, type Y and <ENTER> to delete the vendor. If not, leave N highlighted and press <ENTER>. The vendor will not be deleted.

Disbursement Reports

There are 11 different reports for viewing invoices, checks, and other disbursement information. They are all accessed from the Disbursements Reports menu.

Each of these reports will be discussed individually in this section.

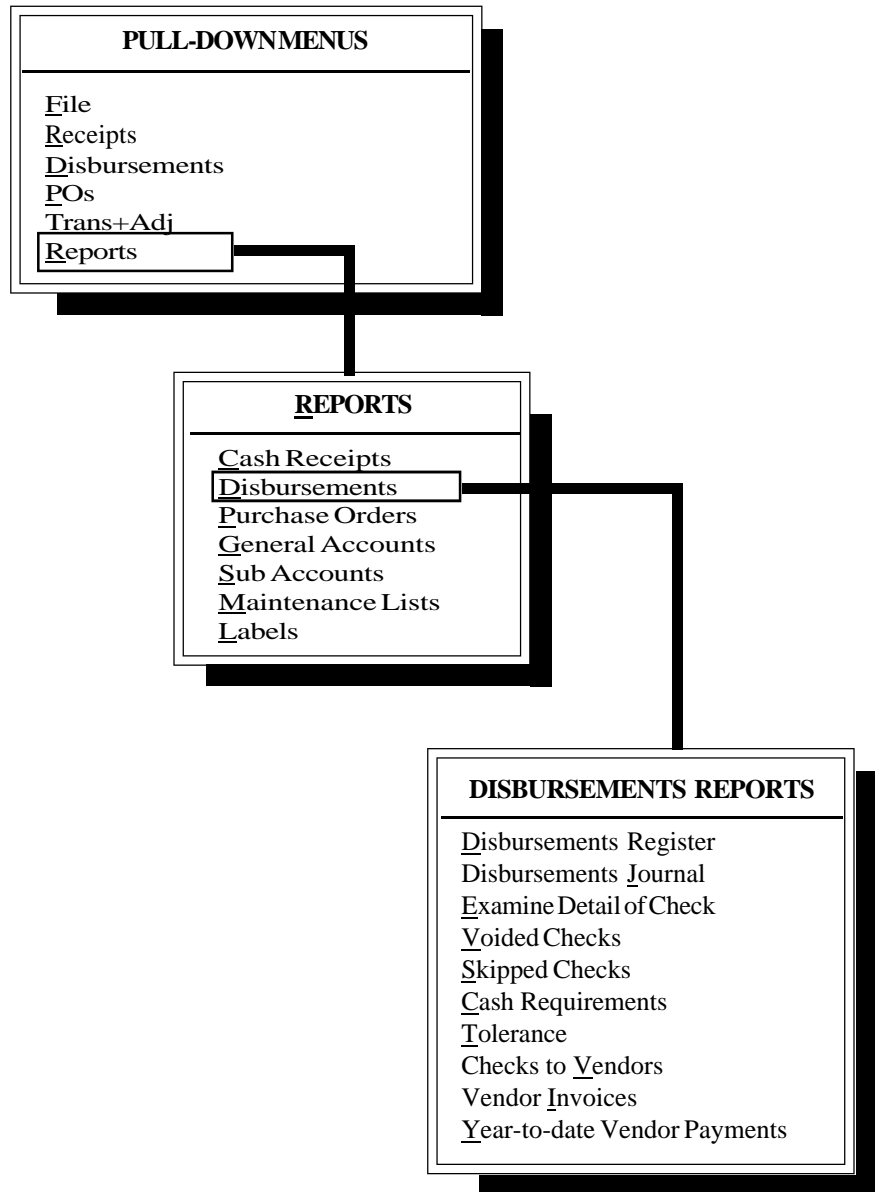
Tips on Running Reports

Before printing reports, make sure you have the proper (plain, white) paper in the printer and that the top of the page is aligned correctly.

Many of the reports can be displayed on the screen as an alternative to being printed. When displaying reports on the screen, press the <PAGEUP> and <PAGEDOWN> keys to move up and down in the report. At the end of the report, press page down until the report totals appear (if applicable).

Note:

When displaying a report rather than printing it, some of the information may not be seen on the screen. Some columns can only be viewed when printed.



Printing The Disbursements Register

The Disbursements Register (Check Register) is a chronological listing of checks that have been paid and posted for a user- specified period of time from a specific cash account.

The register is useful when reconciling savings/checking accounts to bank statements.

* If not, contact Auditing immediately.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Disbursements Register and then release the mouse button.

Select by Date or Number? Type D to print the report by date or N to print it by check number. Press <ENTER>.

Cash Account Type the number of the cash (checking) account to print the report and press <ENTER>. It should default to the checking account number. *

From Check Date/Number Enter the starting date/number for the report and press <ENTER>. All checks dated/ numbered on or after this date/number will be printed.

Through Check Date/Number Enter the ending date/number for the report and press <ENTER>. All checks dated/numbered on or before this date/number will be printed.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CHECK REGISTER

Current Period: 07/01/00 to 7/31/00

Select by check Date or check Number? (D/N) =>D Check Date Order
Cash Account =>1111.00 Checking
From Check Date =>07/01/00
Through Check Date =>07/31/00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CHECKS REGISTER
By Check Date from 07/01/00 to 07/31/00

Account	Ck Date	Check No	Paid to the Order of	Amount	Reason why Check was Voided
\$1111.00	07/01/00	1206	OFFICE EQUIPMENT COMPANY	17.00	
\$1111.00	07/01/00	1207	SAMS CLUB	21.45	
\$1111.00	07/01/00	1208	THE PENCIL COMPANY	*VOID* 07/01/00	CANCELLED ORDER
				38.45	

Printing The Disbursements Journal

The Disbursements Journal is a listing of checks by cash account that have been paid and posted during a user-specified period of time. The journal is useful when trying to determine whether and when specific checks were posted. It is also useful for determining the accounts to which given checks and invoices were charged.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Disbursements Journal and then release the mouse button.

For Transactions between Enter the starting date for the report and press <ENTER>. All checks dated on or after this date will be printed.

and Enter the ending date for the report and press <ENTER>. All checks dated on or before this date will be printed.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CASH DISBURSEMENTS JOURNAL

Current Period: 07/01/00 to 07/31/00

For Transactions between =>07/01/00
and =>07/31/00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CASH DISBURSEMENTS JOURNAL
From 07/01/00 to 07/31/00

Cash AC	Ck Number	Ck Date	Vendor	Vendor Name	Invoice Number	Account	Sub.	Description	Amount	Check Total
1111.00	1206	07/01/00	POECO	OFFICE EQUIPMENT	8295	7 0350.00	0510	OFFICE SUPPL	17.00	17.00
1111.00	1207	07/01/00	SAMS	SAMS CLUB	28674	7 0350.00	0510	INSTRUCTION	8.95	
						7 0350.00	0700	OTHER EXPENSES	12.50	
								Invoice Total	==> 21.45	21.45
1111.00	1208	07/01/00	PENCIL	THE PENCIL CO.	*VOID*	07/01/00		CANCELLED ORDER	0.00	0.00
								Total Cash Disbursement	==>	38.45

Printing Check Details

The Examine Detail of Check report gives a screen view or report of the invoice and account information included on a specific check.

It is useful when trying to determine what invoices and accounts are associated with a check

Pressing the "Tab" key will reveal the PO number associated with the check under the "Description" column.

* If not, contact Auditing immediately.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Examine Detail of Check and then release the mouse button.

Cash Account Enter the number of the cash (checking) account the check was written from and press <ENTER>. It should default to the checking account number. *

Check Number Enter the check number and press <ENTER>. Or just leave this field blank and press <ENTER> to pop-up a list.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the check detail on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL #1234				DETAIL OF CHECK Current Period 7/01/00 to 7/31/00	
Cash Account	=>1111.00	Checking			
Check Number	=>1206				
Paid to the Order of	=>OFFICE EQUIPMENT COMPANY				
Check Date	=>07/01/00	Check Total =>		17.00	
Invoice Number	Account	Sub.	Description	Amount	Invoice Total
8295	7 0350.00	0510	OFFICE SUPPLIES	17.00	17.00
<<< A L L >>>					

If you choose to print the check detail information, it looks as follows:

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL #1234						
DETAIL OF CHECK						
Check Number 1206 Drawn From account \$-1111.00 to OFFICE EQUIPMENT COMPANY on 07/01/00 for \$17.00						
Invoice Number	Purchase Order	Account	Sub.	Description	Amount	Invoice Total
8295		7-0350.00	0510	OFFICE SUPPLIES	17.00	17.00

Printing The Voided Checks Report

The Voided Checks report is a chronological listing of checks that have been voided during a user specified period of time.

This report is useful for audit purposes.

* If not, contact Auditing immediately.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Voided Checks and then release the mouse button.

Cash Account Type the number of the cash (checking) account to print the report and press <ENTER>. It should default to the checking account number. *

Checks Voided From Enter the starting date for the report and press <ENTER>. All checks voided on or after this date will be printed.

To Enter the ending date for the report and press <ENTER>. All checks voided on or before this date will be printed.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VOIDED CHECKS

Current Period: 07/01/00 to 07/31/00

Cash Account ==>1111.00 Checking
Checks Voided From ==>07/01/00
To ==>07/31/00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready - press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VOIDED CHECKS

From Cash Account \$-1111.00 CHECKING Checks Voided between 07/01/00 and 07/31/00

Check No	Ck Date	Vd Date	Paid to the Order of	Amount	Reason Why Check was Voided
1208	07/01/00	07/01/00	THE PENCIL COMPANY	2.00	CANCELLED ORDER
Total				==> 2.00	

Printing The Skipped Checks List

The Skipped Checks List is a numerical listing of checks that have been skipped during a user specified period of time. These are checks that will not appear in the system as posted or voided.

This list is useful for audit purposes.

* If not, contact Auditing immediately.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Skipped Checks and then release the mouse button.

Cash Account Type the number of the cash (checking) account to print the report and press <ENTER>. It should default at the checking account number. *

From Check Number Enter the starting check number for the report and press <ENTER>. All checks skipped on or after this number will be printed.

Through Check Number Enter the ending check number for the report and press <ENTER>. All checks skipped on or before this number will be printed (do not enter a number much greater than the last check printed).

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, select N and press <ENTER>. Make necessary corrections.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

SKIPPED CHECK REGISTER
Current Period: 07/01/00 to 07/31/00

Cash Account => 1111.00 Checking
From Check Number => 1206
Through Check Number => 1214

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

SKIPPED CHECK LIST

From Cash Account \$-1111.00 CHECKING Checks Numbered from 1206 To 1214

5 Skipped Checks

=====

1209	1210	1211	1212	1213
------	------	------	------	------

Printing The Cash Requirements Report

The Cash Requirements report is a listing of unpaid invoices by vendor that is run in vendor number order. It segregates invoices into four categories of due dates - past due, due in the next 7 days, due in 8 to 21 days, and due after 21 days.

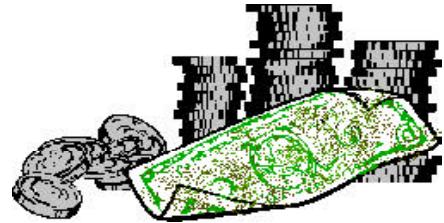
This report is useful for determining when invoices are due and how much cash to have on hand.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Cash Requirements and then release the mouse button.

Today's Date Type the date of today and press <ENTER>.

Sure About Date? Type Y and press <ENTER>.

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.



THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CASH REQUIREMENTS
Current Period: 07/01/00 to 07/31/00

Today's Date => 07/08/00

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CASH REQUIREMENTS
Based Upon Aging Date of 07/01/00

Invoice Number	Inv Date	Dis Date	Due Date	Total Payment	Past Due	Next 7 Days	Next 8-21 days	Thereafter
PENCIL THE PENCIL COMPANY								
2543 THE PENCIL COMPANY	07/08/00	07/09/00		2.00				
				2.00	0.00	2.00	0.00	0.00

Printing The Tolerance Report

The Tolerance report is a numerical listing of all checks paid that are equal to or greater than a user specified dollar amount (tolerance).

This report is useful for audit purposes.

* If not, contact Auditing immediately.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Tolerance and then release the mouse button.

Cash Account Type the number of the cash (checking) account to print the report and press <ENTER>. It should default to the checking account number. *

Tolerance Level Enter the cut-off level for the report. Only checks paid for an amount equal to or exceeding this amount will be printed.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL # 1234

CHECK TOLERANCE

Current Period: 07/01/00 to 07/31/00

Cash Account =>1111.00 Checking
Tolerance Level => 20.00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CHECK TOLERANCE

From Cash Account \$1111.00 CHECKING Greater than or Equal to 20.00

Check No	Ck Date	Vendor	Paid to the Order of	Amount of Check
=====	=====	=====	=====	=====
1207	07/01/00	SAMS	SAMS CLUB	21.45

Printing The Checks To Vendors List

The Checks to Vendors report is a numerical listing of all checks paid to a specific vendor.

This report is useful to verify the payment of vendor invoices and for audit purposes.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Checks to Vendor and then release the mouse button.

Vendor Type in the short vendor ID code and press <ENTER>. Or just leave this field blank and press <ENTER> to pop-up a list of vendors.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CHECKS TO VENDORS

Current Period: 07/01/00 to 07/31/00

Vendor => PENCIL The Pencil Company

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VENDOR CHECKS

Checks paid to vendor: PENCIL THE PENCIL COMPANY

Cash AC	Check No	CK Date	Clr Date	Vd Date	Amount of Check	Reason Why Checks was Voided
1111.00	1208	07/01/00		07/01/00		CANCELLED ORDER
1111.00	1214	07/01/00			3.40	

Total Checks =>		2			3.40	

Printing The Vendor Invoices Report

The Vendor Invoices report is a numerical listing of all paid and unpaid (outstanding) invoices for a specific vendor.

To check on the status of a particular invoice or a set of invoices for a vendor, use the Vendor Invoices report.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Vendor Invoices and then release the mouse button.

Vendor Type in the short vendor ID code and press <ENTER>. Or just leave this field blank and press <ENTER> to pop-up a list of vendors.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VENDOR INVOICES

Current Period: 07/01/00 to 07/31/00

Vendor	Invoice Number	Inv Date	Spon	Invoice Amount	Check No	CK Date
=> SAMS Sams Club	8674	07/01/00		21.45	1207	07/01/00
	9578	07/05/00		79.45	1233	07/10/00
	8882	07/01/00		17.65	1227	07/08/00

<<< A L L >>>

To scroll, use PgUp/PgDn =>

The system will display all invoices for the vendor. If the invoice has been paid, a check number and check date will be listed. If no Check No. or CK Date are listed, the invoice has not yet been paid. If an invoice does not show up on the list, it has not been input into the system, which may mean you have not received it.

This report is useful for tracking pending payments to vendors and for determining the payment status of invoices to a vendor.

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready - press any key to start printing.

If there are more transactions than will fit on the screen, use the <PAGE UP> and <PAGE DOWN> keys to move up and down.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL

VENDOR INVOICES
SAMS SAMS CLUB

Invoice Number	Inv Date	Spon	Invoice Amount	Check No	CK Date
8674	07/01/00		21.45	1207	07/01/00

Printing The Year-to-date Vendor Payments Report

The Vendor Tolerance report is a listing of total payments to vendors in excess of a user specified amount.

This report is useful for audit purposes.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Disbursements and then Year-to-Date and then release the mouse button.

Tolerance Level Enter the cutoff level for the report. Only total vendors with total payments this fiscal year equal to or exceeding this amount will be printed.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press the <ESC> key.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

YEAR-TO-DATE VENDOR PAYMENTS
Current Period: 07/01/00 to 07/31/00

Tolerance level => 20.00

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VENDOR TOLERANCE
Vendors with Fiscal Year-to-date Payment Greater than or Equal to 20.00

Vendor	VendorName	Fiscal year Pymt
SAMS	SAMS CLUB	21.45

Total Vendors =>	1	21.45
		=====

Printing The Vendor List

The Vendor List is a listing of all vendors that have been setup.

This report is useful when entering invoices.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Maintenance Lists and then Vendors and then release the mouse button.

Vendor Name Order? To have the report sorted by vendor name, type Y and press <ENTER>. Otherwise, to have the report sorted by vendor ID, type N and press <ENTER>.

Display or Print Report? To print the report on your printer, make sure a P is highlighted and press <ENTER>. If you wish to just view the report on your screen, type D and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VENDOR LIST

Current Period: 07/01/00 to 07/31/00

Vendor Name Order => Y

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VENDOR LIST

ID	Vendor Name	Contact	Phone	Tax ID	Type of Entity	1099?	Allow Entry
AWARD	AWARD MASTERS				CORPORATION	NO	YES
COKE	COCA COLA				CORPORATION	NO	YES
1TIME	ONE TIME VENDOR	ONE TIME VENDOR			OTHER	NO	YES
PDECO	OFFICE EQUIPMENT COMPANY				CORPORATION	NO	YES
SAMS	SAMS CLUB				CORPORATION	NO	YES
PENCIL	THE PENCIL COMPANY				CORPORATION	NO	YES



Printing Vendor File Labels

Vendor file labels are useful at the beginning of the year for establishing file folders for each vendor. This 'report' is designed to be printed on **pin-fed file folder labels** that are specifically designed for computer printers. The default layout is intended for Avery 1 across file folder labels.

Using the mouse, point to the Reports menu and hold down the left mouse button. Continue holding down the left mouse button and select/highlight Labels and then Vendor File Folder Labels and then release the mouse button.

How Many Lines from Top Enter the number of lines for the printer to skip between labels (default = 4) and press <ENTER>.

How Wide are Labels Enter the width of each label (default = 3.5) and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

VENDOR LABELS

Current Period: 07/01/00 to 07/31/00

How many lines from the top of one label to the top of the next label => 4
How wide are the labels (in inches) => 3.50

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

AWARD MASTERS	AWARD
BENTON TROPHIES	BENTON
BROWN OFFICE SUPPLY	BROWN
CAMERA AMERICA	CAMERA
DAIRY FRESH	DAIRY
PINELLAS COUNTY SCHOOL BOARD PCSB	

Clear Encumbrances

Clear Open Purchase Orders



Periodically, review the encumbrances reported on the Trial Balance report to verify the validity of the items noted.

Below are the instructions to clear items which have canceled or paid so the encumbrance is removed from the financial reports.

1. Run an *Encumbrance Report* for all accounts ranging from the first **non dollar sign** account number through the end of the active account numbers in the 8's.
2. The sub account or transaction code range is 0310 through 3498 (if requested).
3. Print an *Open Purchase Order* report.
4. From these reports, determine which outstanding purchase orders and/or encumbrances are valid.
5. If a purchase order has been paid **and** the invoice number and check number appear in the far right columns of the open purchase order report, it is likely that there is a glitch in the system, which can most time be cleared as follows:
 - a. Determine the version of MAS that you have by going to a plain blue screen in MAS, press the F10 key and the version number will be displayed.
 - b. Go to Purchase Orders – get drop down screen
 - c. Choose *Receive items ordered* – enter the purchase order number
 - d. **Version 8** of MAS – “Re-receive” all of the items ordered and if prompted, **DO NOT** generate an invoice.
 - e. **Version 9** of MAS – “Receive” all items as a negative which will clear the receipt of merchandise. **DO NOT** generate an invoice.
6. If an invoice number and no purchase order number appear on the encumbrance report, it is likely that an invoice was created through disbursements and there was no purchase order related to this invoice. Or, the payment voucher was voided, which cleared the purchase order, and the invoice was saved so another check could be printed. If the invoice is not valid or has been paid, try the following:
 - a. You must know the vendor ID code (for example PCSB or SBPC could be used to identify the district). The vendor ID code is on the encumbrance report.
 - b. Go to Disbursements – get the drop down screen
 - c. Select *Edit Existing Vendor Invoice* – enter the vendor ID code and invoice number
 - d. Hopefully, the prompt at the bottom of the screen will ask if you want to edit, delete etc. At that point, enter a *D* to delete the invoice, then press the Enter key. Document this action for audit on the encumbrance report printed in number 1 above.
7. If the purchase order has not been received or invoiced and should be voided, try the following:
 - a. Go to Purchase order – get drop down screen
 - b. Select *Edit existing purchase order* and enter the purchase order number
 - c. Hopefully, the prompt at the bottom of the screen will ask if you want to edit, Void etc. At that point, enter a *V* to void the purchase order. Document this action.
8. If the purchase order has been received, but not invoiced, try the following:
 - a. Go to Purchase order – get drop down screen
 - b. Select *Receive items ordered* – enter the purchase order number
 - c. **Version 8** of MAS – Now clear the receipt of merchandise.
 - d. **Version 9** of MAS – “Receive” all items as a negative which will clear the receipt of merchandise.
 - e. Follow steps b and c of 5 above.

CHAPTER

6

TRANSFERS
&
ADJUSTMENTS

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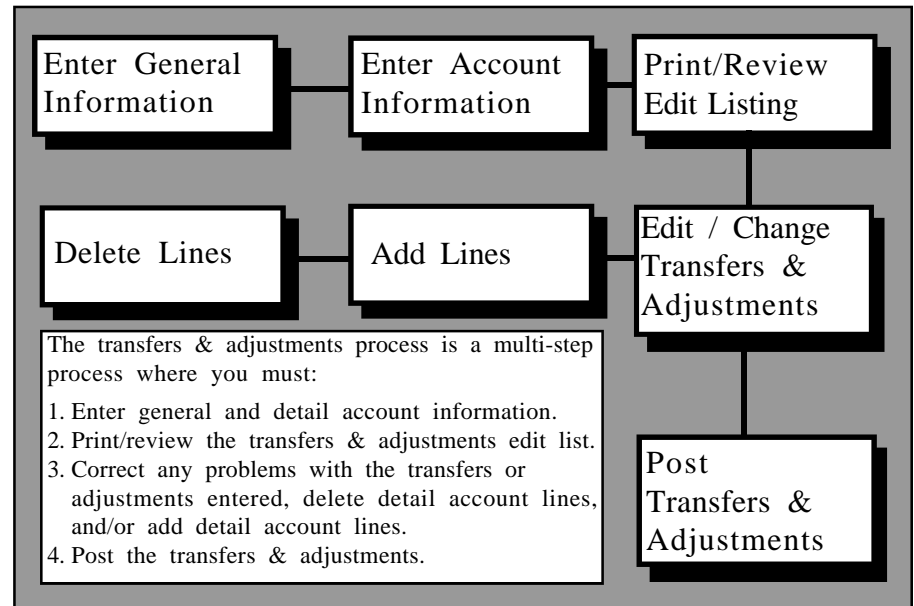


From the Transfers & Adjustments menu, you can enter new transfers or adjustments, edit unposted transfers or adjustments, print out a listing of all entered but unposted transfers or adjustments, post transfers and adjustments, or print transfer & adjustment vouchers.

The Transfers and Adjustments portion of MAS is used to move funds between accounts, transfer money from checking to savings, and perform other non-cash transactions.

Transfers are movements of funds between fund accounts for a specified purpose. For example, a transfer would be moving funds from the Band account to the Choral account. A transfer must be pre-approved and supported by a completed requisition.

Adjustments are transactions that involve an increase or decrease in one or more cash accounts (checking or savings accounts) or fund accounts (Athletics, Library, etc.). For example, an adjustment would be used to record a monthly service charge assessed on a checking account.



PULL-DOWN MENU
<u>F</u> ile
R <u>e</u> ceipts
<u>D</u> isbursements
<u>P</u> Os
<u>T</u> rans+Adj
<u>R</u> eports

TRANSFERS AND ADJUSTMENTS
<u>C</u> reate Transfers and Adjustments
<u>E</u> dit Existing Transfers and Adjustments
<u>E</u> dit <u>L</u> ist
<u>P</u> ost Transfers and Adjustments
<u>P</u> rint <u>V</u> ouchers

POST TRANSFERS AND ADJUSTMENTS
<u>C</u> urrent Period
<u>D</u> ate of Transaction
<u>T</u> ransaction Number

Entering General Transfer Or Adjustment Information

Transfers and adjustments are entered and identified by batch numbers.

Using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Create Transfers and Adjustments and then release the left mouse button.

Batch Type Enter the type of transaction you are performing (T for a transfer or A for an adjustment) and press <ENTER>.

Batch Date Enter the date of the transfer/adjustment and press <ENTER>.

Batch Description Enter a brief description of the transaction being performed.

Bank Date This is important for transfers or adjustments that involve the bank. Leave the current date (the default) and press <ENTER> unless the bank date is other than today's date.

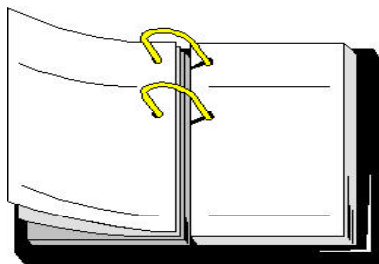
THE SCHOOL DISTRICT OF PINELLAS COUNTY		CREATE TRANSFER/ADJUSTMENTS	
ANY OLD SCHOOL #1234		Current Period: 07/01/00 to 07/31/00	
Batch Number	=> 1	Cash Balance	=>
Batch Type (T/A)	=> T TRANSFER	Fund Balance	=>
Batch Date	=> 07/09/00	Net Balance	=>
Batch Description	=> YEARBOOK AD	Bank Date	> 07/09/00

Account	Sub.	Account Name	Description	To	From

Bank Date?

The bank date field is used to differentiate adjustments such as service charges or interest charges that are posted at a different time by the bank (generally before) than when you post them in MAS. For example, a bank service charge may be posted to your bank account on July 31st., but you may not post it in MAS until August 3rd. August 3rd would be the batch day, July 31st would be the bank date.

Above Info. Correct? If so, enter a Y and press <ENTER>. Otherwise, enter an N and press <ENTER>.



Next Step:

Entering Account Information

Entering Account Information

After entering general information, the system will allow you to indicate the fund accounts and cash accounts to increase and/or decrease. Transfers may increase a number of *fund* accounts and decrease a number of *fund* accounts, but must net to zero. Adjustments may increase and/or decrease cash accounts and fund accounts, but must also net to zero. Examples of specific adjustments are provided in the procedures section of this manual, and in Chapter 13 of the Auditing & Property Records Department Procedure Handbook. (The Orchid Book)

When all lines have been entered and validated as correct (and the system is waiting for you to enter the next line), press the <ESC> key to signal that you are finished with that transfer or adjustment.

If you attempt to save a transfer or adjustment where the net balance does not equal zero, the system will warn you that the batch is out of balance and will not save the transfer/adjustment.

Fund Type Type in the Account Category (1 through 8 or \$ for cash accounts) and press <ENTER>.

Account Number The system will ask for the Account Number. Press <ENTER> without entering an account number to get a pop-up list of accounts. Highlight the one you want and press <ENTER>.

Sub Account Number The system will ask for the sub account number. Press <ENTER> without entering a sub account number to get a pop-up list of sub accounts. Highlight the one you want and press <ENTER>.

Description The system will carry over the description of the sub account. To carry down the description from above the line, delete the sub account name and press <ENTER>. If you would like a different description, press the <INSERT> key and type over the sub account name.

To/Receipts Type in the amount of the transfer or adjustment to be added to this account and press <ENTER>. However, if this account is to be decreased, press <ENTER> to move to the next column.

From/Disbursements If this account is to be decreased, type in the amount of the transfer or adjustment to be subtracted from this account and press <ENTER>.

Above Line Correct? If correct, make sure the Y is highlighted and press <ENTER>. If incorrect, select N and make necessary changes.

Save, Abandon, Continue? Change the highlighted field to an S to save the batch and press <ENTER>.

Post & Print? If you want to post the transfer/adjustment immediately and print a copy make sure Y is highlighted and press <ENTER>. If not, highlight N and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

CREATE TRANSFER/ADJUSTMENTS
Current Period: 07/01/00 to 07/31/00

Batch Number => 1
Batch Type (T/A) => T TRANSFER
Batch Date => 07/09/00
Batch Description => YEARBOOK AD

Cash Balance => 0.00
Fund Balance => 0.00
Net Balance => 0.00
Bank Date > 07/09/00

Account	Sub.	Account Name	Description	To	From
4 0440.00	0790	BETA CLUB	MISCELLANEOUS EXPENSE		35.00
5 5000.00	3482	YEARBOOK	ADVERTISING/SALES	35.00	

Next Step:

Printing & Reviewing the Edit List

Printing And Reviewing The Edit List

After entering transfers and adjustments for the day, using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Edit List and then release the left mouse button. If there are no unposted batches of outstanding transfers or adjustments, the computer will beep and give you a message to that effect.

Is the Printer Ready? If the printer is ready, press any key and the edit list will print.

The printer will produce a report of all transfers and adjustments entered to date that have not been posted to the fund and cash accounts.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANYOLDSCHOOL#1234

TRANSFERS/ADJUSTMENTS EDIT LIST

Batch Number	SC Date	Batch Balance	Line	Description	Account	Sub.Account Name	Increase	Decrease
1	TR 07/09/00	0.00	1	ADVERTISING/SALES	5 5000	3482 YEARBOOK	35.00	0.00
			2	MISC. EXPENSE	4 0440	0790 BETA CLUB	0.00	35.00
						CASH TOTALS==>	0.00	0.00
						FUNDTOTALS==>	35.00	35.00

Review the Edit List for Accuracy

Each transfer or adjustment (batch) must be balanced (Batch Balance=0) before it can be posted. This means that the total of all increases equals the total of all decreases.

Make sure that the:

- net balance for each transfer and adjustment batch is equal to zero
- fund and/or accounts coded for each detail line are accurate
- descriptions are accurate

If you need to make changes, delete detail lines or add detail lines, follow the instructions given later in this chapter. If everything is OK with the edit list, skip to the Post Transfers and Adjustments section. Once posted, these transfers and adjustments will no longer appear on the edit listing.

Next Step:

Editing/Changing Transfers &
Adjustments or Posting Transfers
& Adjustments

Editing And Changing Transfers & Adjustments

Be advised that you can only edit or change transfers and adjustments that have not been posted. If you wish to delete lines from or add lines to a transfer or an adjustment, see the next two pages.

If you attempt to save a transfer or adjustment where the net balance does not equal zero, the system will warn you that the batch is out of balance and will not save it.

Next Step:

Posting Transfers and Adjustments

If you need to change a transfer or an adjustment that has not been posted, using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Edit Existing Transfers and Adjustments and then release the left mouse button.

Batch Number Enter the number of the transfer or adjustment and press <ENTER>. To get a listing of batches, leave the space blank and press <ENTER>. Highlight the one you want and press <ENTER>.

Edit, Delete, Continue To change any information on the top portion of the screen, select E and then press <ENTER>. Change the information and then select Y for is information correct? If top portion is correct, select C and press <ENTER>.

Add, Change, Delete, Quit Type C and press <ENTER>. The system will display the first 11 lines of the transfer/adjustment.

Line Number to Edit Type the number of the line to edit and press <ENTER>. The system will display the line you entered and allow you to make changes to it. Use the <ENTER> key to move from one field to the next.

Above Line Correct If correct, make sure the Y is highlighted and press <ENTER>. If incorrect, select N and make necessary changes.

Line Number to Edit If finished changing lines, press the <ESC> key. If not, type the number of another line to edit and press <ENTER>.

Add, Change, Delete, Quit Type Q to save and leave the changed transfer or adjustment, then press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

EDIT TRANSFER/ADJUSTMENTS
Current Period: 07/01/00 to 07/31/00

Batch Number	=>	1	Cash Balance =>	0.00
Batch Type (T/A)	=>	T	Fund Balance =>	0.00
Batch Date	=>	07/09/00	Net Balance =>	0.00
Batch Description	=>	YEARBOOK AD	Bank Date >	07/09/00

Line	Account	Sub.	Account Name	Description	To	From
1	4 0440.00	0790	BETA CLUB	MISCELLANEOUS EXPENSE		35.00
2	5 5000.00	3482	YEARBOOK	ADVERTISING/SALES	35.00	

<<< A L L >>>

Would you like to Add, Change, Delete lines, or Quit? (A/C/D/Q/PgUp/PgDn)=>

Deleting Detail Lines

You can only delete lines from transfers and adjustments that have not been posted.

To delete an entire batch, type D at the Edit, Delete, or Continue prompt.

If you need to delete detail lines from a transfer or adjustment that has not yet been posted, using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Edit Existing Transfers and Adjustments and then release the left mouse button.

Batch Number Enter the number of the transfer or adjustment and press <ENTER>. Press <ENTER> without entering a batch number to get a pop-up list of batches. Highlight the one you want and press <ENTER>.

Edit, Delete, Continue Make sure C is highlighted and press <ENTER>. The system will display the first 11 lines of the transfer or adjustment

Add, Change, Delete, Quit Type D to indicate you wish to delete lines and press <ENTER>.

Line Number to Delete Type the appropriate number(s) and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

EDIT TRANSFER/ADJUSTMENTS

Current Period: 07/01/00 to 07/31/00

Batch Number	=>	1	Cash Balance	=>	0.00
Batch Type (T/A)	=>	T	Fund Balance	=>	0.00
Batch Date	=>	07/09/00	Net Balance	=>	0.00
Batch Description	=>	YEARBOOK AD	Bank Date	>	07/09/00

Line	Account	Sub.	Account Name	Description	To	From
1 4	0440.00	0790	BETA CLUB	MISCELLANEOUS EXPENSE		35.00
2 5	5000.00	3482	YEARBOOK	ADVERTISING/SALES	35.00	

<<< A L L >>>

Line number to delete =>2

The system will delete the line number entered. If finished deleting lines, press the <ESC> key.

If you attempt to save a transfer or adjustment where the net balance does not equal zero, the system will warn you that the batch is out of balance and will not save the transfer/adjustment.

Add, Change, Delete, Quit Type Q to save and leave the changed transfer or adjustment, then press <ENTER>.

Deleting Transfers And Adjustments

You can only delete transfers and adjustments that have not been posted.

Once the transfer or adjustment has been deleted, the system will return you to the opening screen for editing transfers and adjustments. Press <ESC> to return to the transfers and adjustments menu.

To delete an entire transfer or adjustment that has not yet been posted, using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Edit Existing Transfers and Adjustments and then release the left mouse button.

Batch Number Enter the number of the transfer or adjustment and press <ENTER>. Press <ENTER> without entering a batch number to get a pop-up list of batches. Highlight the one you want and press <ENTER>.

Edit, Delete, Continue Make sure D is highlighted and press <ENTER>. The transfer/adjustment is then deleted.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

EDIT TRANSFER/ADJUSTMENTS

Current Period: 07/01/00 to 07/31/00

Batch Number	=>	1	Cash Balance =>	0.00
Batch Type (T/A)	=>	T	Fund Balance =>	0.00
Batch Date	=>	07/09/00	Net Balance =>	0.00
Batch Description	=>	YEARBOOK AD	Bank Date >	07/09/00

Line	Account	Sub.	Account Name	Description	To	From
1	4 0440.00	0790	BETA CLUB	MISCELLANEOUS EXPENSE		35.00
2	5 5000.00	3482	YEARBOOK	ADVERTISING/SALES	35.00	

<<< A L L >>>

Adding Lines To A Transfer Or Adjustment

If you need to add additional detail lines to a transfer or adjustment that has not yet been posted, using the mouse, point to the Transfer+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Edit Existing Transfers and Adjustments and then release the left mouse button.

Batch Number Enter the number of the transfer or adjustment and press <ENTER>. Press <ENTER> without entering a batch number to get a pop-up list of batches.

Edit, Delete, Continue Make sure C is highlighted and press <ENTER>. The system will display the first 11 lines of the transfer/adjustment

Add, Change, Delete, Quit Type A and press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY				EDIT TRANSFER/ADJUSTMENTS		
ANY OLD SCHOOL #1234				Current Period: 07/01/00 to 07/31/00		
Batch Number	=>	1	Cash Balance	=>	0.00	
Batch Type (T/A)	=>	T	Fund Balance	=>	0.00	
Batch Date	=>	07/09/00	Net Balance	=>	0.00	
Batch Description	=>	YEARBOOK AD	Bank Date	>	07/09/00	

Line	Account	Sub.	Account Name	Description	To	From
1	4 0440.00	0790	BETA CLUB	MISCELLANEOUS EXPENSE		35.00
2	5 5000.00	3482	YEARBOOK	ADVERTISING/SALES	35.00	
3						

When all lines have been entered and validated as correct (and the system is waiting for you to enter the next line), press the <ESC> key to signal that you are finished with that transfer or adjustment.

If you attempt to save a transfer or adjustment where the net balance does not equal zero, the system will warn you that the batch is out of balance and it will not save the transfer or adjustment.

Fund Type Type in a number (1 through 8) and press <ENTER>.

Account Number Type in the Account Number.

Sub Account Number Type in the Sub Account Number if the Account Number entered uses sub account.

Description Type in a description as needed, and press <ENTER>.

To/Receipts Type in the amount of the transfer or adjustment to be added to this account and press <ENTER>.

From/Disbursements If this account is to be decreased, type in the amount of the transfer or adjustment to be subtracted from this account and press <ENTER>.

Above Line Correct? If correct, make sure the Y is highlighted and press <ENTER>. If incorrect, select N and make necessary changes.

Save, Abandon, Continue? Change the highlighted field to an S to save the batch and press <ENTER>.

Posting Groups Of Transfers & Adjustments

Using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Post Transfers and Adjustments and then, moving the mouse to the right, select/highlight Current Period and then release the left mouse button.

POST TRANSFERS AND ADJUSTMENTS
<div>Current Period</div> <div>Date of Transaction</div> <div>Transaction Number</div>

The system will display all unposted transfer and adjustment batches.

Do you want to post these? Type Y and press the <ENTER> key to post all of these batches to the fund and/or cash accounts indicated.

Print Receipt? Make sure Y is highlighted and that paper is in the printer, then press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY ANY OLD SCHOOL #1234				POST ALL TRANSFER AND ADJUSTMENTS Current Period: 07/01/00 to 07/31/00	
Batch Nmbr	SC	Date	Description	Cash	Fund
1	TR	07/09/00	YEARBOOK AD	0.00	0.00
<<< A L L >>>					
Do you want to post these transfers and adjustments? (Y/N)=>Y					

Note:

If any of the current, unposted transfers/adjustments are out of balance, you will not be able to post any of them.



Alternative Method:

As an alternative to posting all current transfers and adjustments, you can post them by date or post individual transfers and adjustments by batch (transaction number), as explained on the following pages.

Posting Transfers & Adjustments By Date

As an alternative to posting all transfers & adjustments at once (see previous page), you can post the transfers and adjustments that were entered on a given date.

Using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Post Transfers and Adjustments and then, moving the mouse to the right, select/highlight Date of Transaction and then release the left mouse button.

Batch Date Enter the date that the transfers/adjustments you wish to post were entered and press <ENTER>. The system will then display a listing of all transfers and adjustments with that date.

Post these Batches? Type Y and press the <ENTER> key to post all of the batches for the entered date.

Print Receipt? Make sure Y is highlighted and that paper is in the printer, then press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

POST TRANSFERS AND ADJUSTMENTS BY DATE
Current Period: 07/01/00 to 07/31/00

Batch Date => 07/08/00

Batch Nbr	SC	Date	Description	Cash	Fund
1	TR	07/08/00	YEARBOOK AD	0.00	0.00

<<< A L L >>>

Do you want to post these transfers and adjustments? (Y/N) =>Y

Posting Single Transfers & Adjustments

As an alternative to posting all receipts at once, you can individually post transfers and adjustments.

Using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Post Transfers and Adjustments and then, moving the mouse to the right, select/highlight Transaction Number and then release the left mouse button.

Batch Number Enter the number of the transfer or adjustment and press <ENTER>. Press <ENTER> without entering a batch number to get a pop-up list of batches. Highlight the one you want and press <ENTER>.

Do you want to post batch? Type Y and press the <ENTER> key to post the batch to the fund and cash accounts indicated.

Print Receipt? Make sure Y is highlighted and that paper is in the printer, then press <ENTER>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

POST SINGLE TRANSFER AND ADJUSTMENTS
Current Period: 07/01/00 to 07/31/00

Batch Number	=>	1	Cash Balance	=>	0.00
Batch Type (T/A)	=>	T	Fund Balance	=>	0.00
Batch Date	=>	07/09/00	Net Balance	=>	0.00
Batch Description => YEARBOOK AD					

Line	Account	Sub.	Account Name	Description	Increase	Decrease
1	4 0440.00	0790	BETA CLUB	MISCELLANEOUS EXPENSE		35.00
2	5 5000.00	3482	YEARBOOK	ADVERTISING/SALES	35.00	

<<< A L L >>>

Printing Transfer Vouchers

There are two ways to print transfer/adjustment vouchers. One of these has been discussed previously in the General Ledger Posting section.

Using the mouse, point to the Trans+Adj menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight Post Transfers and Adjustments and then, moving the mouse to the right, select/highlight Print Vouchers and then release the left mouse button.

Batch Number Enter the number of the transfer or adjustment that you wish to print. Press the <ENTER> key without entering a batch number to view a pop-up list of transfers/adjustments. Highlight the one you want and press the <ENTER> key.

The system will display the general information for the batch number entered.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

PRINT TRANSFER/ADJUSTMENTS VOUCHERS
Current Period: 07/01/00 to 07/31/00

Batch Number => 1
Batch Type (T/A) => T
Batch Date => 07/09/00
Batch Description => YEARBOOK AD

Cash Balance => 0.00
Fund Balance => 0.00
Net Balance => 0.00

Printer Ready? If the printer is ready, press any key to print the voucher.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

TRANSFER AUTHORIZATION VOUCHER

Date 07/09/00

Transfer Number 1

Description YEARBOOK AD

Account	Sub.	Account Name	Increase	Decrease
5 5000.00	3482	YEARBOOK	35.00	
4 0440.00	0790	BETACLUB		35.00

THE FOREGOING REPORT OF TRANSFERS IS ACCURATELY REPRESENTED AND APPROVED

Teacher (Sponsor)/Treasurer

Principal

Printing The Transfers & Adjustments Journal

The Transfers and Adjustments journal is a listing of transfers or adjustments by batch number or account (checking/savings etc.) that have been posted for a user-specified period of time.

Using the mouse, point to the Reports menu and press down the left mouse button. Continue holding down the left mouse button and select/highlight General Accounts and then, moving the mouse to the right, select/highlight Transfers/Adjustments Journal and then release the left mouse button.

For transactions between Enter the starting date for the report and press <ENTER>. All transfers or adjustments dated on or after this date will be printed.

and Enter the ending date for the report and press <ENTER>. All transfers or adjustments dated on or before this date will be printed.

In Batch or Account Order Type B and press <ENTER> to have the report sorted by batch number. Or type A and press <ENTER> to have the report sorted by account number.

Above Info. Correct? If so, make sure a Y is highlighted and press <ENTER>. If not, press <ESC>.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

TRANSFERS AND ADJUSTMENTS JOURNAL
Current Period: 07/01/00 to 07/31/00

Transfers or Adjustments => T TRANSFERS

For Transactions between => 07/01/00
and => 07/31/00

Report in Batch number or Account number order (B/A) => B

Is the Printer Ready? If your printer is turned on, has paper loaded, and is ready, press any key to start printing.

THE SCHOOL DISTRICT OF PINELLAS COUNTY
ANY OLD SCHOOL #1234

TRANSFERS JOURNAL From 07/01/00 to 07/31/00

Batch No.	Account	Sub.	Account Name	Date	SC	Description	Increase	Decrease
1	5 5000.00	3482	YEARBOOK	07/09/00	TR	Advertising/Sales	35.00	
	4 0440.00	0790	BETACLUB	07/09/00	TR	Misc. Expense		35.00
							---	---
CASHTOTALS==>							0.00	0.00
FUNDTOTALS==>							35.00	35.00
							---	---
CASHTOTALS==>							0.00	0.00
FUNDTOTALS==>							<u>35.00</u>	<u>35.00</u>

THE FOREGOING REPORT OF TRANSFERS IS ACCURATELY REPRESENTED AND APPROVED

Bookkeeper/Secretary

Principal